



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #4 Tuesday, March 19, 2024 – 6pm
West Lincoln Public Library, Smithville Branch

PRESENT:

Board: Julie Adams, David Kurth, Leanne Reilly, Tina Jol, Puneet Bajaj,
Christa McBain.

Staff: Cindy Weir, Library CEO

ZOOM:

REGRETS: Shelley Bradaric, Wendy Wilson

Call to Order

Library Chair Adams called the meeting to order, welcomed all and established quorum at 6:04pm.

1. Agenda

Moved by: Puneet Bajaj

Seconded by: David Kurth

THAT West Lincoln Public Library Board approves the agenda for Tuesday, March 19, 2024 as presented including any additions or deletions.

Carried.

Added: 4. b) 3. Letter – BDO – re Library Services Centre

2. Disclosure of Pecuniary Interest or Conflict of Interest and the General Nature Thereof

There were no disclosures of pecuniary interests or conflict of interests declared by any members of the West Lincoln Public Library Board.

3. Minutes

a) Moved by: Leanne Reilly

Seconded by: Tina Jol

THAT the minutes of the February 27, 2024 regular meeting of West Lincoln Public Library Board be approved as presented.

Carried.

4. Correspondence

a) Sent - None

b) Received - 1. Letter – Honourable Neil Lumsden, Minister of Tourism, Culture and

Sport – Confirmation of the Public Library Operating, Pay Equity Grants for 2023-20242 fiscal year.

- 2. Email – OLS – Board Assembly Announcement
- 3. Letter – BDO – Regarding Library Services Centre

5. Financial Matters

a) Actual vs. Budget Year to Date Report

Moved by: David Kurth

Seconded by: Christa McBain

THAT the Actual vs. Budget Year to Date report be accepted for information.
Carried.

CEO Weir answered a question regarding the audit fee. According to Katelyn Repovs in finance it is just a timing difference in the way that they record the accrual for audit fees and the corresponding expense.

6. Report

a) Library CEO presented the February/March 2024 CEO's written and verbal report.

Moved by: Tina Jol

Seconded by: Leanne Reilly

THAT West Lincoln Library Board authorizes the CEO to purchase baby gifts on behalf of the Board and Staff to the value of \$300.00 for Vanessa Holm's twins.

Carried

7. Library Business

a) Board Liability for Unused Vacation

CEO Weir provided the Board with information regarding the amount of unused previous vacation and this year's entitlement and the total amount of liability. Staff have been asked to present a plan to use up previous vacation prior to June 15 and to ensure their 2024 entitlement is scheduled to be used before December 31.

b) Library Board Meeting Frequency

Moved by: Puneet Bajaj

Seconded by: Leanne Reilly

THAT the West Lincoln Library Board hold 9 regular meetings annually until the end of the Board term and any additional meetings called by the Chair.

Carried

c) Library Board Meeting Minutes

Minor formatting changes to the Board minutes will allow them to be easily posted to the library website. The CEO will continue to work with the Acting Director of Legislative Services to have the Board minutes go to Council for their receipt.

8. Next Meeting Date: April 23, 2024

9. Closed Session – Not held

10. Announcements

a) Newsletter for March April 2024

b) Board Roundtable of Announcements

David Kurth complimented Cindy on the way she complimented a staff member on a positive action with a patron.

Christa McBain enquired about the benefits of board membership with OLA
Cindy reminded the Board of the video session on Learn HQ from Ontario Library Service.

Puneet Bajaj had heard a broadcast that had great ideas for bringing people into the library, including: loaning diagnostic tools to fix your car; loaning fishing rods; how much you saved by using the library on the receipt; reaching out to different diversities who may not know about libraries and the opportunity to borrow materials; update your resume programs; popular books from Libby at the front of the list of books as suggestions instead of the long lines for popular eBooks.

11. Adjournment

Moved by: Tina Jol

THAT the March 19, 2024 West Lincoln Public Library Board Meeting adjourns at 7:02 p.m.

Carried.

JULIE ADAMS, CHAIR

CINDY WEIR, CEO