



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting #6 Tuesday, May 21, 2024 – 6 pm  
West Lincoln Public Library, Smithville Branch

**PRESENT:**

Board: Julie Adams, Wendy Wilson, Tina Jol, Puneet Bajaj  
Staff: Cindy Weir, Library CEO  
**ZOOM:** Christa McBlain

**REGRETS:** David Kurth, Leanne Reilly, Shelley Bradaric

**Call to Order**

Library Chair Adams called the meeting to order, welcomed all and established quorum at 6:08 pm.

**1. Agenda**

**Moved by: Wendy Wilson**

**Seconded by: Puneet Bajaj**

THAT West Lincoln Public Library Board approves the agenda for Tuesday, May 21, 2024 as presented including any additions or deletions.

Carried.

Addition: Item of Correspondence – Sent

**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: Puneet Bajaj**

**Seconded by: Tina Jol**

THAT the minutes of the open session portion of the April 23, 2024 regular meeting of West Lincoln Public Library Board be accepted and the recommendations contained therein, be approved; and,

THAT, the confidential minutes relating to the closed session portion of the April 23, 2024 regular meeting of West Lincoln Public Library Board be accepted as amended; and that the minutes remain confidential and restricted from public

disclosure in accordance with exemptions provided in Section 239 of the Municipal Act 2001 or Section 16.1 (4) of the Public Libraries Act.

Carried.

#### **4. Correspondence**

- a) Sent - Sympathy card sent to a board member.
- b) Received - Email – Chrastina, Amber – Clerk, Wainfleet Township, Letter for Consideration and Support.

The CEO was directed to return email correspondence to Ms. Chrastina

#### **5. Financial Matters**

##### **a) Actual vs. Budget Year to Date Report**

**Moved by: Puneet Bajaj**

**Seconded by: Wendy Wilson**

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

Carried.

CEO was directed to inform the Acting Director of Finance that Chair Julie Adams and Board Member Shelley Bradaric will again this year sign the audited statements.

Auditor will attend the June meeting of the Library Board.

#### **6. Report**

- a) Library CEO presented the April/May 2024 CEO's written and verbal report.

**Moved by: Christa McBlain**

**Seconded by: Tina Jol**

THAT the West Lincoln Public Library Board approves the closing of all library locations on November 11, 2024 for the purpose of staff development.

Carried,

##### **b) Ontario Library Services – Trustee Assembly Meeting Report – Wendy Wilson**

Vice-Chair Wilson spoke to her attendance at the May 1, 2024 meeting and reported that the assemblies meet twice a year. Wilson informed the Board that there are over 300 libraries in Ontario and they are divided into 10 assemblies based on population. A representative is elected from each population group to sit on the OLS Board of Directors. Wilson was impressed by the vast resources available to library boards through OLS. VOLT (Valuing Ontario Libraries Toolkit) is a new resource being used to showcase each individual library's value and benefit to their community.

#### **7. Library Business**

##### **a) Strategic Plan Presentation Update**

The presentation of the library strategic plan has been cancelled for May 27, 2024. This may be presented at a later date.

##### **b) Policy, HR and Budget Committees**

CEO Weir reviewed which board members sat on each of the committees and asked direction on moving forward with each. HR committee will set their own next meeting. Policies to be reviewed this year will be vetted by staff first and then brought to the committee. Budget committee will meet as required based on the timing of the Township budget process.

**c) Ontario Library Service – Interlibrary Loan Network Participation Agreement**

In her verbal report the CEO indicated that the new agreement had been signed and was in effect from 2024 to 2028.

**8. Next Meeting Date:** Tuesday, June 18, 2024 – 6:00 pm – Audit presentation  
Tuesday, September 17, 2024 – 6:00 pm  
Additional meetings may be at the call of the Chair

**9. Closed Session**

**a) Personnel Matter - Library Staffing Update**

**Moved by: Puneet Bajaj**

**Seconded by: Wendy Wilson**

THAT the next portion of this meeting be closed to the public, at the time of 6:41 pm to consider the following pursuant to Section 239 (2) of the Municipal Act 2001 or Section 16.1 (4) Public Libraries Act:

Applicable closed session exemptions(s): Personal matters about an identifiable individual(s) including municipal or local board employees.

Carried.

**Moved by: Christa McBlain**

**Seconded by: Tina Jol**

THAT this West Lincoln Public Library Board meeting does now resume in open session at the time of 7:07 pm.

Carried.

**10. Announcements**

**a) Newsletter for May/June 2024**

**b) Board Roundtable of Announcements**

**11. Adjournment**

**Moved by: Tina Jol**

THAT the May 21, 2024 West Lincoln Public Library Board Meeting adjourns at 7:26 pm

Carried.

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**JULIE ADAMS, CHAIR**

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**CINDY WEIR, CEO**