

**Selwyn Public Library Board  
Regular Meeting  
Monday, September 25, 2023 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Monday, September 25, 2023 in person at the Bridgenorth Branch.

Present: Board Member Donna Hayes  
Vice Chairperson Rosellen Hickey  
Board Member Barb Jinkerson  
Chairperson Andy Mitchell  
Board Member Catherine Praamsma (remote)  
Board Member and Mayor Sherry Senis  
Board Member Lisa Yonemitsu

Staff Present: CEO/Chief Librarian, Sarah Hennessey  
Treasurer and Recording Secretary, R. Lane Vance

**Declaration of Pecuniary Interest**

None.

**1. Call to Order**

The meeting was called to order by the Chairperson at 3:03 p.m.

**2. Land Acknowledgement**

The Chair delivered the Land Acknowledgement and related responsibilities contained therein.

**3. Minutes**

**Resolution No. 2023.026**

Moved by S.Senis : seconded by R.Hickey

That the minutes of the regular meeting held on May 29, 2023 and the special meeting of June 6, 2023 be received and approved as presented.

Carried.

**4. Deputations/Invited Persons**

None.

At the suggestion of the Chair and with the Boards acceptance, items 7 b) and c) were pulled forward since they both deal with related financial matters.

7 c) Volunteer & Staffing Discussion

**Resolution No. 2023.027**

Moved by R.Hickey : seconded by B.Jinkerson

That the Board receives the report for information; and

That the Board approves retaining our contract, part-time staff person indefinitely in order to support branch and Makerspace operations; and

That the Ad Hoc budget committee be charged with the responsibility of developing a short term, and longer term, funding plan to address volunteer and staffing challenges presented in the report.

Carried.

7 b) 2023 Ad Hoc Budget Committee Appointment

**Resolution No. 2023.028**

Moved by R.Hickey : seconded by B.Jinkerson

That the report on the 2024 Ad Hoc Budget Committee Appointment be received for information; and

That the Board selects C.Praamsma to participate on the 2024 Ad Hoc Budget Committee along with the Chair, Council representative Mayor Sherry Senis and staff; and

That the Board requests the Committee to convene meetings as required and make the required budget recommendations at the Board's October and November meetings.

Carried.

## 5. Staff & Committee Reports

a) Staff Monthly Reports

**Resolution No. 2023.028**

Moved by S.Senis: seconded by R.Hickey

That the following staff reports be received for received:

- i) Financial Statements (August 2023) – R. Lane Vance
- ii) Activity Report – S. Hennessey
  - a. June, July, August 2023 Circulation
  - b. July, August 2023 – Cloud Library
  - c. July, August 2023 – Hoopla
- iii) CEO/Librarian – S. Hennessey with attachments; and

b) That the Performance and Development Committee report be received for information; and

c) That the Fundraising Sub-Committee report and Fundraising Strategy (Action plan) be received for information

Carried.

## 6. Correspondence for Information and/or Direction

**Resolution No. 2023.029**

Moved by D.Hayes : seconded by B.Jinkerson

That the following correspondence be received for information:

- i) Volunteer Dinner Thank You's
- ii) Bridgenorth Food Bank Thank You
- iii) LitFest Thank You
- iv) Volunteer Insurance

Carried.

## 7. Other, New & Unfinished Business

### a) Policies

#### i) Board Procedures by-law 1.1.3 (Final)

##### **Resolution No. 2023.030**

Moved by R.Hickey : seconded by B.Jinkerson

That the Board Procedures 1.1.3 (Final) be received; and

That the Library Board adopts the Board Procedures 1.1.3 (Final); and

That the policy binders be updated as required.

Carried.

#### ii) Board Code of Conduct 1.1.6 (Draft)

##### **Resolution No. 2023.031**

Moved by R.Hickey : seconded by B.Jinkerson

That the report Board Code of Conduct 1.1.6 (Draft) be received; and

That the Board review the attached policies and submit any additional suggestions or recommendations for change; and

That the policies be considered at the next regular meeting.

Carried.

### *Part of b) Financial Statement 2022*

##### **Resolution No. 2023.032**

Moved by R.Hickey : seconded by S.Senis

That the report regarding the 2022 Audited Financial Statements be received for information; and

That the Board receives and approves the Financial Statements for the year ended December 31, 2022 as completed by Baker Tilly KDN LLP Chartered Accountants.

Carried.

## 8. Next Meeting

The next regular Library Board meeting was set for Monday October 23, 2023 at 3:00 p.m. at the Bridgenorth Community Hall.

The Budget Sub-Committee workshop dates will be circulated by Doodle Poll.

The Budget Sub-Committee will meet at the call of the Chair.

The Fundraising Sub-Committee will meet at the call of the Sub-Committee Chair.

## 9. Adjournment

##### **Resolution No. 2023.033**

Moved by R.Hickey : seconded by S.Senis

That the meeting be adjourned. (4:12 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chairperson                     *AM*                    

Secretary                     *T. Vance*                    

Approval Date                     October 23, 2023