

**Selwyn Public Library Board
Regular Meeting
Monday, January 27, 2025 – 3:30 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Monday, January 27, 2025 in person at the Bridgenorth Branch, Library Meeting room.

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

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

Declaration of Pecuniary Interest

Chairperson Mitchell made a declaration with respect to section 5 c) the selection of a consultant for the Library Board's Strategic Plan community consultation as he has an affiliation with one of the bidders.

1. Call to Order

The Chairperson called the meeting to order at 3:35 p.m.

2. Land Acknowledgement

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

3. Minutes

Resolution No. 2025.001

Moved by R.Hickey: seconded by S.Senis

That the minutes of the regular meeting held on November 25, 2024, be received and approved as stated.

Carried.

4. Deputations/Invited Persons

None.

5. Staff & Committee Reports

a) Staff Monthly Reports

That the following staff reports be received for information:

- i) Circulation by Branch 2024
- ii) eBooks and ILLO 2024
- iii) Programming Statistics
- iv) Library Volunteer Hours 2024

- v) Thrift Store Revenues 2024
- vi) Treasure Trove Revenues 2024
- vii) CEO/Librarian – S. Hennessey

b) Fundraising Sub-Committee

That the Board receives the following report for information; and
That all supporting documents are reviewed and approved at the January Board meeting; and
That Board members distribute sponsorship/donation packages and sell tickets for the event in February.

Chair Mitchell reaffirmed his Declaration and left the meeting. Vice Chair R.Hickey assumed the Chair.

c) Strategic Plan Sub-Committee

Resolution No. 2025.002

Moved by L.Yonemitsu: seconded by D.Hayes

That the Board receives the Strategic Plan Subcommittee's recommendation and selects Adrienne Harrop of Harrop Consulting as our strategic plan consultant; and
That the Board convenes for a kick-off meeting with Adrienne in early February.
Carried.

Chair Mitchell returned to the meeting and assumed the Chair.

6. Correspondence for Information and/or Direction

None.

7. Other, New & Unfinished Business

a) Policies

i) Policy Review and Timeline 2025

That the Policy Review and Timeline 2025 report be received for information; and
That the proposed timeline for policy development in 2025 be approved as presented in the revised chart dated January 27, 2025.

ii) Health & Safety Policy 7.0

Resolution No. 2025.003

Moved by C.Praamsma: seconded by R.Hickey

That the Selwyn Public Library Health & Safety Policy Statement 7.0 be reviewed; and

That the Library Board reviews the Working Alone Safety Plan and the Working Alone Hazard Assessment (attachments); and

That the Library Board approves the Township Health & Safety Policies 7.1 - 7.20; and

That the policy binders be updated as required.

Carried.

b) Approved Charges 2025

That the attached charges reports be received; and
That the Board approves the 2025 Library Charges.

c) Volunteer Dinner 2025

That the report on the Volunteer Dinner 2025 be received for information; and
That Board members, having discussed the options for the volunteer dinner,
requested staff to provide an additional report to the Board including a cost
comparison of the previous formats versus a different venue.

d) Community Anthology Review

That the report on the Community Anthology Project be received for information;
and
That the Board agreed that the final approved copy could include a statement on
the inside front page that "this is a project of the Selwyn Public Library" and the
official logo can be used; and
That a draft copy be provided to the CEO/Chief librarian before publishing.

Resolution No. 2025.004

Moved by R.Hickey: seconded by C.Praamsma

That the above noted recommendations included in item 5. Staff & Committee
Reports, save and except 5 c) and 7. Other, New and Unfinished Business, save
and except 7 a) ii), be received and approved as stated.

Carried.

8. Next Meeting

The next regular Library Board meeting was set for Monday February 24, 2025, at
3:30 p.m. Bridgenorth Branch.

9. Adjournment

Resolution No. 2025.005

Moved by S.Senis: seconded by R.Hickey

That the meeting be adjourned. (4:56 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chairperson _____

Secretary _____

Approval Date _____