

**Selwyn Public Library Board
Regular Meeting
Monday, February 27, 2023 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Monday, February 27, 2023. Originally scheduled for an in-person meeting at the Ennismore Branch, the Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Board Member Donna Hayes
Board Member Rosellen Hickey (3:08 p.m.)
Board Member Barb Jinkerson
Board Member Andy Mitchell
Board Member Catherine Praamsma
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 CEO/Chief Librarian at 3:05 p.m.

2. Land Acknowledgement

The CEO/Chief Librarian delivered the Land Acknowledgement and related responsibilities contained therein.

3. Procedural By-law

The Procedural By-law 1.1.3 was discussed by the Board and will be used by the Library Board, with a scheduled review of the policy slated for later in 2023. The regular Library Board meetings were set as the fourth Monday of the month at 3:00 p.m. unless otherwise stated.

4. Election of Officers

The CEO/Chief Librarian opened the floor for nominations for Board Chair.

Resolution No. 2023.004

Moved by S. Senis: Seconded by B. Jinkerson

That A. Mitchell be nominated to the position of Chairperson.

Moved by B. Jinkerson: Seconded by D. Hayes

Move that nominations be closed. Carried

Carried.

Resolution No. 2023.005

Moved by S. Senis: seconded by B. Jinkerson

That be R. Hickey nominated to the position of Vice-Chairperson.

Moved by R. Hickey: Seconded by D. Hayes

Move that nominations be closed. Carried

Carried.

A. Mitchell assumed the Chair.

5. Minutes

Resolution No. 2023.006

Moved by R. Hickey: seconded by B. Jinkerson

That the minutes of the regular meeting held on December 13, 2022 be received and approved as presented.

Carried.

Resolution No. 2023.007

Moved by S.Senis: seconded by C. Praamsma

That the minutes of the regular meeting held on January 30 2023 be received and approved as presented.

Carried.

6. Deputations/Invited Persons

None.

7. Staff & Committee Reports

a) Staff Monthly Reports

That the following staff reports be received for information:

- i) Financial Statements (October 2022) – R. Lane Vance
- ii) Annual Circulation Statistics 2022
- iii) Electronic Collections and Interlibrary Loans 2022
- iv) 2022 Activity Report (Programming)
- v) 2022 Volunteer Hours
- vi) January 2023 Circulation
- vii) January 2023 Circulation – Cloud Library & Hoopla
- viii) CEO/Librarian – S. Hennessey

8. Correspondence for Information and/or Direction

None.

9. Other, New & Unfinished Business

a) Trustee Appointment

That the Board appoints C. Praamsma as the Selwyn Public Library Board representative to the Ontario Library Service Board Assembly.

b) Policy Review and Timeline 2023

That the Policy Review and Timeline 2023 report be received for information; and
That the proposed timeline for policy development in 2023 be approved as presented in the chart dated February 27th, 2023; and
That an Ad-hoc Policy Sub-committee for Makerspace be formed to assist with updates to our Makerspace policies with S. Senis and L. Yonemitsu appointed as members.

c) Policy Health and Safety Policy Updates

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 adopts the Township Health & Safety Policies 7.1 - 7.20; and
That the policy binders be updated as required.

d) Volunteer Dinner 2023

That the report on the Volunteer Dinner 2023 be received for information; and
That Board members determined that the event be held on June 26, 2023 at the Ennismore Arena Auditorium; and
That Board member D. Hayes be appointed to work with volunteer D. Ballantyne on event planning for 2023.

Resolution No. 2023.008

Moved by R. Hickey: seconded by S. Senis
That the above noted Reports and New Business items 7 through 9 be received and approved as stated herein.

Carried.

10. Next Meeting

The next regular Library Board meeting was set for Monday March 27, 2023 at 3:00 p.m. at the Lakefield Library Branch, Centennial Room.

11. Adjournment

Resolution No. 2023.009

Moved by L. Yonemitsu: seconded by B. Jinkerson
That the meeting be adjourned. (4:14 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chairperson AM

Secretary T. J. [Signature]

Approval Date March 27th, 2023