

## RMWB Library Board Meeting Minutes

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**DATE:** *Wednesday, January 19, 2022*

**TIME:** *6:00 PM to 8:00 PM*

**LOCATION:** *Microsoft Teams*

**ATTENDANCE:** *Board: Amanda MacPherson, Corinna Pirie, Jennifer Kennett, Shazia Mughal, Jim Proudfoot, Serena Quinn, Ijeoma Uche-Ezeala (IJ)  
Staff: Melissa Flett*

**REGRETS:** *Roy Amalu, Councillor Dogar Shafiq*

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### 1. Treaty 8 Opening

Amanda called the meeting to Order at 6:02 pm. We respectfully acknowledge that Wood Buffalo Regional Library is situated on Treaty 8 Territory, the traditional lands of the Cree and Dene First Nations, and Metis Nation.

- a. Adoption of Agenda  
**Motion to approve agenda made by Shazia/Seconded by Jen.  
Carried**
- b. Approval of Previous Minutes  
**Motion to defer approval of November 17, 2021 minutes made by Jim/Seconded by Corinna.  
Carried**
- c. Declaration of Conflict of Interest  
**No conflict of interest was declared.**

### 2. New Business

- a. Welcome to New Library Board Members  
Amanda welcomed IJ to the Library Board and introductions were made by the Board.
- b. Organization Meeting  
Melissa presided over elections and called for nominations from the floor.
  - Election of Chair  
Shazia nominated Amanda. No other nominations were received.  
Amanda was elected Chair by acclamation.

Amanda resumed her role as Chair.

- Election of Vice-Chair  
Jen nominated Corinna. No other nominations were received.  
Corinna was elected Chair by acclamation.

- Appointment of Executive Committee - 1 member  
Corinna nominated Jennifer. No other nominations were received.  
Jennifer was elected to Executive by acclamation.

Board discussed committee assignments for the year. Amanda, as Chair, will serve on both committees. Councillors appointed to the Board are not required to sit on either committee as per the Board Membership and Responsibilities Policy.

- Appointment of Policy and Administration Committee  
Jen, Shazia, Jim and IJ will serve on the Policy and Administration Committee.
- Appointment of Financial and Legal Committee  
Corinna, Serena and Roy will serve on the Financial and Legal Committee.

c. Board Schedule 2022

Melissa presented the Board Schedule 2022 document for discussion. Board discussed adding as a consent agenda item to each regular Board meeting. Melissa will update and add to the agenda in February.

**Motion to approve Board Schedule 2022 as presented made by Shazia/Seconded by Serena Carried**

d. Closures 2022

Melissa presented the closures for 2022 and noted that New Year's Lieu Day was added in error.

**Motion to approve closures for 2022 except for January 3, 2023 made by Corinna/Seconded by Jim. Carried**

e. Governance Policies

Melissa presented the Governance Policies for approval. The Board discussed their appreciation for approving the policies now that the significant changes are completed and are at the maintenance/review stage.

**Motion to approve revised Board Membership and Responsibilities Policy, Board Meetings Policy, Board Committees Policy, Policy Making Policy, Board Member Code of Ethics Policy, Orientation and Continuing Education for Board Members Policy as presented made by Corinna/Seconded by Jim. Carried**

f. Volunteer Policy

Melissa presented the revised Volunteer Policy for approval. Changes were made to the format for consistency and added information related to the Collective Agreement.

**Motion to approve revised Volunteer Policy as presented made by Jim/Seconded by IJ. Carried**

g. Personal Information Banks Policy

Melissa presented the revised Personal Information Banks Policy for approval. The policy was updated to include information about Employee Record and Volunteer Record Access instead of containing that information in separate policies.

Motion to rescind 6.4 Volunteer Records Policy, 2.3 Personnel Records Policy, and approve revised Information Banks Policy as presented made by Corinna/Seconded by IJ.  
Carried

**3. Advocacy Roundtable**

Amanda and Shaiza were able to attend the Investor’s Reception. Shazia shared that Laila Goodridge, MP for Fort McMurray—Cold Lake, attended the reception. They had a chance to discuss WBRL. Jim discussed challenges around advocating during COVID. Corinna expressed her appreciation for the book selection and her kudos to the work done on the policies. IJ asked if WBRL could share an essay hosted by the Rehoboth Alliance as part of Black History Month. Melissa shared an overview of what WBRL has done in previous years and that WBRL was partnering with the Multicultural Association and had a meeting the following week to discuss collaborations in honour of Black History Month.

**4. Adjournment**

Motion to adjourn at 7:03 pm made by Shazia/Seconded by Serena.  
Carried