

RMWB Library Board Meeting Minutes

DATE: *Wednesday, March 16, 2022*
TIME: *6:00 PM to 8:00 PM*
LOCATION: *Microsoft Teams*
ATTENDANCE: *Board: Amanda MacPherson, Corinna Pirie, Jim Proudfoot, Serena Quinn, Roy Amalu, Jennifer Kennett, Shazia Mughal*
Staff: Melissa Flett, Lindsay McFarlane
Guests: David Hodges and Sanjeev Ranjani, with Deloitte LLP
REGRETS: *Ijeoma Uche-Ezeala (IJ)*
ABSENT: *Councilor Dogar Shafiq*

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 Nations.

- a. Adoption of Agenda
Amanda requested that an In-Camera item be added to the agenda after New Business.
Motion to approve adjusted agenda made by Corinna/Seconded by Jen.
Carried
- b. Adoption of Consent Agenda
Motion to approve items in the consent agenda made by Corinna/Seconded by Jim.
Carried
- c. Declaration of Conflict of Interest
No conflict of interest was declared.

2. Business Carried Forward

- a. Public Library Survey and Annual Report – ratify electronic vote
On February 25, an email was circulated to the Board requesting the 2021 Annual Report and Annual Survey approval. Corinna made the motion to move to approve the 2021 public library survey and annual report, which Shazia seconded. The motion was carried with six board members approval via email. The minutes of this meeting will record the ratification of the electronic vote.

3. New Business

- a. 2021 Year-End Financial Statement Presentation, Deloitte LLP
David Hodges and Sanjeev Ranjani, with Deloitte LLP, joined the meeting via Teams to review the 2021 year-end communication and 2021 audited financial statements.
Motion to approve the 2021 Year-End Financial Statements made by Roy/Seconded by Corinna.
Carried

David and Sanjeev left the meeting.

- b. REVISE Library Space and Meeting Rooms Policy and Bylaw Schedule A
The Board reviewed the revised Library Space and Meeting Rooms Policy and revised Bylaw Schedule A. Policy and Bylaw changes include removing the Moberly Hall Meeting Room as a rentable space and instead allowing it to be an open space for the public, similar to the Canadian Natural Teen Area. Additional information around acceptable meeting room use was added as well as a new section on advertising and endorsements.

Motion to approve the Library Space and Meeting Rooms Policy presented by Corinna/Seconded by Shazia.

Carried

Motion to approve revised Schedule A from the Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw A as presented made by Corinna/Seconded by Jim.

Carried

- c. REVISE Public Computers and Network Access Policy
Board reviewed the revised Public Computers and Network Access Policy. Changes to the Policy include additional language around filtering, children's use, mobile computer service and user responsibilities. Further modifications were made to keep the Policy consistent with other Board policies.

Motion to approve revised Public Computers and Network Access Policy as presented made by Jen/Seconded by Corinna.

Carried

- d. REVISE Employee Social Media Policy
Board reviewed minor changes to the Social Media Policy.

Motion to approve revised Employee Social Media Policy as presented made by Shazia/Seconded by Jim.

Carried

- e. RESCIND Temporary Pandemic Patron Code of Conduct
Board reviewed the Temporary Pandemic Patron Code of Conduct. Discussion took place, including rescinding the Policy in alignment with the changes made by the Government of Alberta and the COVID-19 Pandemic. Board is prepared to reinstate policy should changes occur, including scheduling a special meeting if necessary.

Motion to rescind Temporary Pandemic Patron Code of Conduct made by Corinna/Seconded by Jennifer.

Carried

- f. RESCIND WBRL Personnel Policies 1.1, 1.2, 1.3

Board reviewed policies no longer required, and they are now redundant with other policies and procedures.

Motion to rescind WBRL Personnel Policies 1.1 Definitions, 1.2 Statement, and 1.3 Policies and Procedures made by Shazia/Seconded by Corinna.

Carried

g. Request to change April Board Meeting date

Melissa requested a change to the April 20, 2022, meeting date. Board agreed to change to April 19. April will remain on Teams, with May moving to in-person meetings.

4. In Camera

Motion to go In Camera made at 6:49 PM made by Shazia/Seconded by Corinna.

Carried

Motion to go out of camera at 7:11 PM made by Jim/Seconded by Jen.

Carried.

5. Advocacy Roundtable

Jennifer gave kudos to Noelle and Nicole for their WBRL presentation on McMurray Matters.

Melissa shared that an invite would be sent to the Board for the upcoming Words in Motion.

Melissa would be presenting the 2021 financial statements to Council on April 12.

6. Adjournment

Motion to adjourn at 7:15 PM made by Corinna/Seconded by Shazia.

Carried