

## RMWB Library Board Meeting Minutes

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**DATE:** *Wednesday, November 15, 2023*  
**TIME:** *6:00 pm to 8:00 pm*  
**LOCATION:** *WBRL Board Room*  
**ATTENDANCE:** *Board: Jennifer Kennett, Dean Chappelle, Shazia Mughal, Martin Wright, Ijeoma Uche-Ezeala (IJ), Councilor Funky Banjoko*  
*Staff: Melissa Flett, Lindsay McFarlane*  
*Guests: Andrew Greary, Sanjeev Ranjani, and Kimberley Hutton-Franchuk, with Deloitte LLP (via phone)*  
**REGRETS:** *Corinna Pirie, Amanda MacPherson,*  
**ABSENT:** *Koteswara Verranki*

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### 1. Treaty 8 Opening

Jennifer called the meeting to Order at 6:06 pm. We respectfully acknowledge that Wood Buffalo Regional Library is situated on Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.

- a. Adoption of Agenda  
Melissa added 2024 Budget Update as Item f under New Business.  
**Motion to adopt amended agenda made by Shazia/Seconded by Dean.**  
Carried
- b. Adoption of Consent Agenda
  - Minutes of September 20, 2023
  - REVISE Donations and Fundraising Policy
  - REVISE Naming Rights Policy
  - REVISE Financial Management Policy
  - REVIEW Investment Policy
  - REVIEW Reimbursement for Expenses Policy
  - REVIEW Reserves Policy**Motion to approve items in the consent agenda made by Martin/Seconded by Dean.**  
Carried
- c. Declaration of Conflict of Interest  
No conflict of interest was declared.

### 2. New Business

- a. 2023 Audit Service Plan Presentation, Deloitte LLP  
Andrew Greary, Sanjeev Ranjani, and Kimberley Hutton-Franchuk from Deloitte LLP reviewed the Audit Service Plan for the year ending December 31, 2023.

*Andrew, Sanjeev, and Kimberley left the meeting at 6:14pm.*

**Motion to accept the 2023 Audit Service Plan as information made by Dean/Seconded by IJ.**  
**Carried**

b. Draft Strategic Plan 2024 to 2028

Melissa shared the draft Strategic Plan with goals, strategies, and measures for 2024 to 2028. Jennifer and Martin remarked that they enjoyed the planning day on September 24, 2023. A plan featuring design components, WBRL colours, and photos, with the Board approved content, will be shared in January or February, 2024. A final copy will be filed with the Public Library Services Branch.

**Motion to approve the content of the 2024 to 2028 Strategic Plan made by Shazia/Seconded by Dean.**  
**Carried**

c. December 30, 2023 – System Maintenance

Melissa shared a 24-hour data centre migration of the Polaris Integrated Library System on December 30, 2023 will impact WBRL's ability to offer many services.

**Motion to close WBRL on December 30, 2023 made by Dean/Seconded by IJ.**  
**Carried**

d. 2024 Technology & Capital Plan

Melissa presented the 2024-2026 Technology & Capital Plan, including a Hublet Tablet Station, Online Registration solution, and replacement of key technology infrastructure. Replacement of WBRL's current rural vehicle was also included in the capital plan.

**Motion to approve the 2024-2026 Technology plan and budget in the amount of \$91,000 to be funded by the general capital reserve made by Dean/Seconded by Funky.**  
**Carried**

**Motion to approve a budget from the general capital reserve of up to \$12,000 for purchasing a new vehicle for rural and outreach library services; any funds received from a trade-in of the current transit and connect vehicle will go towards total purchase costs made by Shazia/Seconded by Martin.**

e. September 30, 2023 Financial Statements

Melissa shared the 3<sup>rd</sup> Quarter Financial Statements.

**Motion to accept the September 30, 2023 financial statements as information made by Martin/Seconded by Dean.**  
**Carried**

f. 2024 Budget Update

Melissa received notification from RMWB Administration that they are recommending less than our full 2024 budget request to RMWB Council due to changes in CIP funding requirements. Jennifer will attend the December budget presentation with Melissa to advocate for the full budget request for 2024.

### **3. Advocacy Roundtable**

- a. Welcome Letter to RMWB CAO  
Melissa will draft a letter of Welcome for the new RMWB CAO, Henry Hunter. Corinna will sign the letter on behalf of the Board. A copy will be shared in the January 2024 Board Package.
  
- b. Event Attendance Opportunities  
The Chamber of Commerce is hosting a state of the region event with Mayor Bowman on January 30, 2024.

### **4. Adjournment**

Motion to adjourn at 7:01pm made by Dean/Seconded by IJ.  
Carried