

## RMWB Library Board Meeting Minutes

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**DATE:** *Wednesday, March 20, 2024*  
**TIME:** *6:00 pm to 8:00 pm*  
**LOCATION:** *WBRL Board Room*  
**ATTENDANCE:** *Board: Corinna Pirie, Martin Wright, Jennifer Kennett, Koteswara Veeranki, Ijeoma Uche-Ezeala (IJ) (via Teams)*  
*Staff: Melissa Flett, Lindsay McFarlane*  
*Guests: Sanjeev Ranjani and Kimberley Hutton-Franchuk, with Deloitte LLP (via Teams)*  
**REGRETS:** *Shazia Mughal, Amanda MacPherson, Dean Chappelle, Councilor Funky Banjoko*  
**ABSENT:**

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### 1. Treaty 8 Opening

Corinna 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 Amended Agenda

Corinna requested 3a. 2023 Financial Statement Presentation with Deloitte LLP be moved after 1a. Adoption of Agenda.

**Motion to adopt amended agenda made by Martin/Seconded by Jennifer.  
Carried.**

### 3. New Business

a. 2023 Financial Statement Presentation, Deloitte LLP

Sanjeev Ranjani and Kimberley Hutton-Franchuk, with Deloitte LLP, reviewed the 2023 Report to the Board of Directors on the 2023 audit and the 2023 audited financial statements. The audit found no recommendations.

**Motion to approve the audited Financial Statements for the period ending December 31, 2023 made by Koteswara/Seconded by Martin.  
Carried**

*Sanjeev and Kimberley left the meeting at 6:11 pm.*

### 1. Treaty 8 Opening

b. Consent Agenda

- Minutes of January 27, 2024
- 2024 Board Calendar
- Recruitment and Retention Policy Review
- Volunteer Policy Revised
- Public Computers and Network Access Policy Revised
- Acceptable Computer Use Policy Revised
- Hours of Service Policy Review

- Library Space and Meeting Rooms Policy Revise
- Public Postings Policy Review
- New Services: Collections

**Motion to approve items in the consent agenda made by Jennifer/Seconded by IJ.  
Carried**

- c. Declaration of Conflict of Interest  
No conflict of interest was declared.

## 2. Business Carried Forward

- a. Ratification of motions

As per the Board Meetings Policy, the Board reserves the right to conduct electronic votes when needed on an urgent basis, and where the matter cannot await the next regular meeting, the Board will ratify any action taken at the next meeting.

On February 22, 2024, an email was circulated to the Board requesting the approval of the internally restricted reserves for year-end 2023 and the 2023 Public Library Survey and Annual Report.

**Amanda moved, and Dean seconded the following motions:**

1. *To approve the 2023 year-end balance of the General Capital reserve of 760,826.*
2. *To approve the 2023 year-end balance of the General Operating Reserve of 550,683.*
3. *To approve the 2023 year-end balance of the Carry Forward Reserve of 232,094.*
4. *To approve the 2023 year-end balance of the Special Projects Reserve of 58,162.*
5. *To approve the 2023 Public Library Survey and Annual Report.*

**The motions carried, with eight board members approving. The minutes of this meeting will record the ratification of the electronic vote.**

## 3. New Business

- b. 2023 KPIs and 2024 Goals

Melissa presented the 2023 KPIs and 2024 Goals for information.

- c. REVISE: Schedule A and C of the Safety and Use Bylaw

Schedule A of the Bylaw has been updated to reflect current meeting room usage.

Schedule C of the Bylaw has been updated to reflect the default loan period for interlibrary loans.

**Motion to approve revised Schedule A of the Safety and Use Bylaw made by Martin/Seconded by IJ.  
Carried**

**Motion to approved revised Schedule C of the Safety and Use Bylaw made by Jennifer/Seconded by Martin.  
Carried**

- d. Year in Review 2023

Melissa presented the 2023 Year in Review for information. The Year in Review will be submitted with WBRL's annual report to the municipality and used as an advocacy tool with funders and stakeholders.

#### **4. Advocacy Round Table**

a. Advocacy Plan Development

Melissa is looking for volunteers from the board to update the Board's advocacy plan. Jennifer indicated she would be interested. Melissa will send out an email to the rest of the Board.

b. Board Attendance Log

Jennifer will attend the Words in Motion celebration event on April 24 as Vice Chair. Other Board Members are also invited to attend.

The next Board meeting is scheduled for April 17, 2024. Due to spring break in both school divisions, Corinna will send out an email to the board to determine conflicts with the date and reschedule if necessary.

#### **5. Adjournment**

**Motion to adjourn at 6:50 pm made by Koteswara/Seconded by Martin.**

**Carried**