wood buffalo regional library

RMWB Library Board Meeting Minutes

DATE:	*June 18, 2025*
TIME:	*6:00 pm to 8:00 pm*
LOCATION:	*WBRL Board Room*
ATTENDANCE:	*Board: Corinna Pirie, Shazia Mughal, Jennifer Kennett, Gloria Abada, Pratik Tripathi* *Staff: Melissa Flett, Lindsay McFarlane*
REGRETS:	
ABSENT:	*Ijeoma Uche-Ezeala, Koteswara Veeranki, Melissa LaRose-Wark, Councilor Allan Grandison*

1. Treaty 8 Opening

C. Pirie called the meeting to Order at 6:13 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

Motion to adopt agenda made by G. Abada/Seconded by J. Kennett.
Carried.

b. Consent Agenda

- Minutes of April 19, 2025
- Minutes of June 3, 2025
- Emergency Preparedness Policy REVIEW
- Health and Safety (General) Policy REVISE
- Violence and Harassment Policy REVIEW
- Working Alone Policy REVIEW
- Employee Social Media Policy REVIEW

Motion to approve items in the consent agenda made by J. Kennett/Seconded by P. Tripathi.
Carried

c. Declaration of Conflict of Interest

No conflict of interest was declared.

2. New Business

a. Acceptable Technology Use Policy REVISED

M. Flett presented the revisions to the acceptable technology use policy.
P. Tripathi suggested more specificity to procedures mentioned in "Disciplinary Action in accordance with WBRL procedure and the collective agreement." Based on discussion, revised to "Disciplinary Action in accordance with *applicable* WBRL procedures and the collective agreement."
Motion to accept the Acceptable Technology Use Policy as revised made by G. Abada/Seconded by J. Kennett.
Carried

b. Employee Conduct Policy REVISED

- Employee Conduct Policy – original
- Employe Conduct Policy – NEW revised version
- Employee Conduct Directive – for information

M. Flett presented the revisions to the Employee Conduct Policy. The current version is highly operational, whereas the proposed policy aligns more closely with a board-level governance framework, consistent with the structure of most of the Board's existing policies.

Motion to approve the Employee Conduct Policy as revised made by P. Tripathi/Seconded by G. Abada.
Carried

c. Strategic Plan Update Presentation

The Board received as information a progress update on the eight strategies in WBRL's 2024-2028 Strategic Plan.
M. Flett will provide more information regarding the Pronghorn Card Project in the next Technology Plan update.

d. 2026 Operating Budget

M. Flett presented the proposed 2026 Operating Budget. The Board discussed library open hours, staff and facility costs, and reserve levels.
Motion to approve the 2026 Operating Budget as presented made by S. Mughal/Seconded by G. Abada.
Carried

3. Adjournment

Motion to adjourn at 7:23 pm made by J. Kennett/Seconded by P. Tripathi.
Carried