RMWB Library Board Meeting Minutes

DATE:	*October 16, 2025*
TIME:	*6:00 pm to 8:00 pm*
LOCATION:	*Microsoft Teams*
ATTENDANCE:	*Board: Corinna Pirie, Shazia Mughal, Melissa LaRose-Wark, Gloria Abada, Pratik Tripathi, Koteswara Veeranki (joined at 6:12pm)* *Staff: Melissa Flett, Lindsay McFarlane*
REGRETS:	*Jennifer Kennett, Councilor Allan Grandison*
ABSENT:	*Ijeoma Uche-Ezeala*

1. **Treaty 8 Opening**

   C. Pirie called the meeting to Order at 6:01 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 M. LaRose-Wark/Seconded by G. Abada.
   Carried.

   b. Consent Agenda

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

   c. Declaration of Conflict of Interest

   No conflict of interest was declared.

2. **New Business**

   a. Capital Reserve Update

   - Capital & Technology Plan Update
   - Return Bins Proposal October 2025

   M. Flett presented an update for information on the 2025 Capital and Technology Plan to date. We are projected to be at least $15,000 under budget on the 2025 Technology Plan and $4,000 under budget on the purchase of the new vehicle.

   M. Flett presented a proposal for two new external return bins to replace those outside Suncor Community Leisure Centre and Burger King in Beacon Hill. The Board discussed the life span of the return bins and if additional bins are needed for the north side of Fort McMurray.

K. Veeranki entered the meeting.

Motion to approve $43,000 from the Capital Reserve for the purchase and installation of two new return bins made by S. Mughal/Seconded by P. Tripathi.
Carried

b. Hours of Service Policy

M. Flett presented revisions to the Hours of Service Policy to take effect January 2, 2025. The revisions extend Monday hours to 8pm and are contingent on budget approval from the Regional Municipality of Wood Buffalo.

Motion to amend the last paragraph of the policy as follows: "WBRL notifies the public of any forthcoming closures through public postings and social media and provides advance notice of closures when possible. For planned, scheduled closures, WBRL posts notice to the public no later than five (5) days in advance." made by P.Tripathi/Seconded by M. LaRose-Wark.
Carried

Motion to approve the Hours of Service policy as revised to extend Monday hours to 8pm made by G. Abada/Seconded by M. LaRose-Wark.
Carried.

c. Board Recruitment

Several Board Members' terms are expiring at the end of 2025. M. Flett asked Members who are eligible for renewal to let her know if they will be reapplying. C. Pirie also asked Members to indicate if they are interested in an Executive Position to ensure succession plans for the Board.
M. Flett will email the Board Matrix to identify gaps on the Board and will share the results with RMWB Legislative Services.

3. Adjournment

The next meeting is scheduled for November 19, 2025.
Motion to adjourn at 6:45 pm made by G. Abada/Seconded by K. Veeranki.
Carried