

RMWB Library Board Meeting Minutes

DATE: February 25, 2026

TIME: 6:00 pm to 8:00 pm

LOCATION: WBRL Board Room

ATTENDANCE: Board: Pratik Tripathi, Chair; Gloria Abada, Vice Chair; Julia Bennett; Lou Ann Demers Noble (via Teams); Heather Dolhanty; Ashlee Figiel; Ijeoma Uche-Ezeala (via Teams); Melissa LaRose-Wark (via Teams)
Staff: Melissa Flett

REGRETS: Don Scott

ABSENT:

1. Treaty 8 Opening

P. Tripathi called the meeting to Order at 6:03 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 the agenda made by J. Bennett /Seconded by A. Figiel.
Carried.**

- b. Consent Agenda

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**Motion to approve minutes with the correction of date and spelling of names, made by J. Bennett/Seconded by H. Dolhanty.
Carried**

- c. Declaration of Conflict of Interest

No conflict of interest was declared.

2. New Business

- a. 2025 Annual Survey and Annual Report

M. Flett reviewed the two documents provided to the Board. The 2025 Annual Report and Survey outlines the library's key performance indicators and the 2026 goals related to patron usage and was presented for discussion.

She noted that the 2025 Public Library Survey and Annual Report is a mandatory submission required by the Minister of Municipal Affairs.

**Motion: To approve the 2025 Public Library Annual Survey and Annual Report as presented, moved by H. Dolhanty/Seconded by J. Bennett.
Carried**

G. Abada joined the meeting at 6:14 p.m.

b. Internally Restricted Reserves Year End 2025

M. Flett presented the internally restricted reserves as of December 31, 2024, for the Board's review and approval. Discussion followed regarding the limits of the reserves and the potential risks of maintaining an excess balance.

M. Flett noted that planned space updates in 2026 will greatly reduce the general capital reserve amounts. She also shared that additional proposals for soft furniture on the second floor and hard furniture on both floors will be brought forward once this first phase of updates is complete.

Motion: To approve the 2025 year end balance of the General Capital reserve of 945,634.32, moved by H. Dolhanty/Seconded by J. Bennett.

Carried

Motion: To approve the 2025 year end balance of the General Operating Reserve of 572,585.30, moved by H. Dolhanty/Seconded by J. Bennett.

Carried

Motion: To approve the 2025 year end balance of the Carry Forward Reserve of 138,525.00, moved by H. Dolhanty/Seconded by G. Abada.

Carried

Motion: To approve the 2025 year end balance of the Special Projects Reserve of 57,232.55, moved by G. Abada/Seconded by H. Dolhanty.

Carried

c. 2026 Technology Plan

M. Flett presented the 2026 Technology Plan to be funded through the internally restricted General Capital reserve.

Motion: To approved the 2026 Technology Plan as presented, moved by M. LaRose-Wark/Seconded by J. Bennett.

Carried

d. Advocacy Plan Discussion

Board discussed a working meeting to address a new advocacy plan. G. Abada, J. Bennett, A. Figiel, and M. LaRose Wark expressed interest in working on the plan. M. Flett would secure a meeting date. Once the draft plan is prepared, it would be brought back to the full board for approval.

3. Adjournment

a. Next meeting scheduled for March 25, 2026

P. Tripathi Peter asked whether M. Flett would arrange a Personal and Administrative Committee meeting prior to the March meeting. M. Flett agreed and noted that a Finance and Legal Committee meeting would also likely be required before March and confirmed she would arrange both meetings.

Meeting was adjourned at 7:10 p.m.