

**Westport Public Library Board  
Minutes  
Tuesday, December 5, 2023 @ 2:00 PM  
Meeting held at Library**

**Present:** Jamie Chapman (phone), Chairperson; Trevor Hayes, Chair, Finance Committee; Janet Skinner, Secretary; Board members: Jane Crozier, Peggi Warner-Lalonde; Marty Crapper, Village of Westport rep; Pam Stuffles, Librarian

**Absent:** Mary Chaikowsky & Louise Taillon, FoWL,

**Comments are Not Verbatim**

**1. Call to Order and Declaration of Quorum by Jamie Chapman**

**2. Additions and Approval of Agenda**

*Moved by Marty Crapper and seconded by Heather Huth that the agenda be approved.*

***Carried***

**3. Approval of WPL Board Minutes from November 7, 2023:**

*Moved by Trevor Hayes and seconded by Jane Crozier that the WPL Board meeting minutes be approved.*

***Carried***

**4. Reports:**

**4.1 Librarian, Pam Stuffles**

- Pam sat in on planning meeting with Vicki for Resilient Communities grant application. Peter Au, President, Rideau Roundtable involved. Promoting hands on water quality program with delivery in 2024. No WPL Board involvement is necessary.
- Book signing with Senator Bob Runciman will be Sat, Dec 9 between 10:30 AM and 12:30 at the WPL.
- Met with Kim Westgate regarding Treasurer questions.
- Conducting the WPL member Drop in in conjunction with the FoWL Christmas sale was successful. FoWL took in more funds than usual.

**4.2 Chair of Finance Committee, Trevor Hayes**

- Version of draft WPL budget is now with Council along with an information pack. Requested 10% on top of last year. Joe White has left and Kim Westgate is filling the role 'till another Treasurer is named. Finance Committee will meet with her in December.

- WPL needs a secure and user friendly way of storing WPL documents. e)

***Action: Trevor Hayes and Marty Crapper will discuss options with the Village***

- Heather reported that 2 GICs have gone into our accounts.

***Moved by Heather Huth and seconded by Peggi Warner-Lalonde that these funds be deposited in same types of GICs that can be accessed after 90 days without penalty and that interest goes into WPL's current account. Carried***

#### 4.3 FoWL:

- No report this month. FoWL's Christmas sale was very successful.

### 5. New Business

#### 5.1 Strategic Planning: Marty Crapper

***Request from Marty Crapper for Board members to review documents on Mission & Vision, do questionnaire and respond virtually.***

- Review of the three main directions suggested for WPL by Peggy Malcom and recognition that Pam needs to play a key role in all of them

***Moved by Marty Crapper and seconded by Heather Huth that the Leads for WPL's three strategic directions be as follows: Spaces, Jamie Chapman; Communications, Marty Crapper & Peggi Warner-Lalonde; Resources, Trevor Hayes, Finance Committee. Carried***

- Paula Durando (Friends of Rideau Library and past Queens U. librarian) has offered to facilitate seminars on "How to locate medical and health information online". These will be at the library with a maximum of 10 participants per session.

#### 5.2 Developing a MMOU between the WPL and FoWL: Jamie Chapman

- Jamie Chapman shared a document with samples of MMOUs. WPL and FoWL will discuss an MMOU in January

**6. Next Meeting: Tuesday, January 2, 2024 at 2:0PM**

### 7. Adjournment