

Westport Public Library Board Minutes

Tuesday, June 6, 2023 @ 2:00 PM

Meeting held at Library

Present: Jamie Chapman, Chairperson; Janet Skinner, Secretary; Trevor Hayes, Chairperson of Finance Committee; Board members: Heather Huth, Peggi Warner-Lalonde; Jane Crozier, Marty Crapper, Mary Schakowsky, FoWL and Pam Stuffles, Librarian

Guests: Joe White, Treasurer for Village of Westport
Louise Taillon, FoWL

Comments are Not Verbatim

1. Call to Order

2. Declaration of Quorum by Chairperson, Jamie Chapman

3. Adoption of Agenda

- 3.1 *Moved by Marty Crapper, seconded by Heather Huth that the agenda for the Westport Library Board meeting on June 6, 2023, be adopted as presented.* **Carried**

4. Adoption of Past Minutes

- 4.1 *Moved by Marty Crapper, seconded by Heather Huth that the minutes of the Westport Public Library Board of meeting held on May 2, 2023 be adopted as presented.* **Carried**

5. Reports & Updates

5.1 Financial Statement & Report from Village of Westport

Joe White provided a current Financial Statement regarding the WP Library's account as well a list of donations to the WPL and a statement on FoWL's Financial Position.

It is important to accept the Financial Statement today to accommodate deadline for CRA's Charitable Status report.

Moved by Marty Crapper and seconded by Heather Huth that the Board accept the draft audited Financial Statement. **Carried**

Regarding FoWL, despite votes at previous WPL Board meetings no funds have been transferred to the FoWL account. Joe agreed to ensure that amounts of \$15,000 and \$1,200. Would be transferred to FoWL. He needs to get more direction from the Board prior to issuing cheques.

Moved by Marty Crapper by Peggi Warner Lalonde that the Finance Committee meet as soon as possible to a) clear this up and b) get accurate figures from files. **Carried**

Moved by Heather Huth and seconded by Trevor Hayes that an amount of \$10,000 be transferred from the WPL account to FoWL in addition to the previously approved \$5,000 for a total transfer of \$15,000.as soon as possible. **Carried**

CRA rules ensure that donations be made directly to the agency/organization that holds Charitable Status. Joe White noted that he has a duty to complete a reconciliation to ensure that funds are available.

Moved by Heather Huth and seconded by Jane Crozier to approve an amount of \$1,200. from The WPL account to FoWL as discussed. **Carried**

The Finance Committee (Trevor Hayes, Mary Chaikowsky and Marty Crapper) agreed to meet at 3:00 PM on June 3rd with Trevor Hayes and will invite Joe White to attend.

Mary Chaikowsky asked about insurance coverage for volunteer groups in Westport (like FoWL) since a) there are fewer Committees of Council now and b) the Council has talked about inviting committees to form independently. Is there a way to have some umbrella coverage? Janet raised an example in SE Ontario where the municipality covers these expenses for both Library volunteers and their Friends of the Library. She will forward the contact information. Marty Crapper said that the Council has yet to make a decision on Committees.

Joe White left meeting following presentation

5.2 Librarian, Pam Stuffles

Pam Stuffles and Joe White have registered with Health Canada regarding direct deposits. There is an issue of not having a donation site on WPLweb site. Louise Taillon did this for the Foley Mountain group and offered to help Pam. Apparently a link could be made on the Village web site.

There was a second training for the new Inter Library Loans system. Hands on session will be later.

Summer hours start soon. Also, regulations require that Pam needs a 15 min break on longer days.

Elva (who we thought might be interested in being a back up staff after she retires from the Newboro Library, will not be available to the WPLibrary.

5.3 Friends of Westport Library, Mary Chaikowsky

Summer book sales will outside the WPL & Visitor Center on the 1st & 3rd Saturdays each month and more volunteers are needed. Revenue from EcoFest book sale was \$88. On books and \$600. on tomato sets.

There was good feedback from the first joint venture with the Friends of Rideau Lakes Library. Two local authors began a series of presentations. More joint ventures will follow. There are possibilities such as Drag Queen readings in partnership with Neil Kudrinko and others. Marty Crapper said that the Library is a social ally. Peggi Warner Lalonde spoke to false suggestion that these sessions “turn children gay”. Because protestors sometimes target small communities, good to turn off comments on Face Book. An evening at Lockwood Park was

suggested. Neil Kudrinko has LGBTQ library at Rosie Yumski's. Library has an Indigenous collection but not LGBTQ. Marty confirmed that there is free use of municipal facilities for volunteer groups.

Heather confirmed the purchase by FoWL of a BBQ to be used for the Canada Day Breakfast. There is still need for a chain, lock and cover.

5.4 Finance Committee, Trevor Hayes

The Finance Committee has not met since the last WPL Board meeting. Any new items have been discussed and the Committee will be meeting tomorrow (June 3). The Committee will be working on a process with an eye to new initiatives.

5.5 Working Group on Children's Programming, Jamie Chapman

Jamie presented a report on his work.

There has been no collective meeting of the Group. Goal was to make process as un intimidating and informal as possible. Pam Stuffles felt excluded from what she heard was a meeting. Jamie had just met with Laurie and Sally prior to meeting with Pam to brainstorm ideas with Pam

Peggi Warner Lalonde commented that it was agreed at the last meeting how the process would roll out. She understood that Jamie Chapman would contact the named, initial Working Group members (Laurie Chapman, Joan Barrett, Pam Stuffles, a parent or care giver of young child and Sally Headford) and invite them to meet together to consider how this process might roll out and then report back to the WPL Board. Jamie Chapman said that Sandy Prentice was unavailable, so the meeting did not occur and he chose to interview candidates instead and compile the results. Discussion queried whether the named Working Group members would have been available and agreed that the "synergy of group discussion would be useful, also that Jamie's summary of interviews contained useful information. At the last Board meeting, it was agreed that the new Working Group would work together and invite new members and resource people as needed.

*Motion by Peggi Warner Lalonde, seconded by Janet Skinner to establish a Working Group to support and enhance children's programming at the WPL. **Carried***

Peggi Warner-Lalonde agreed to facilitate meetings of the Working Group.

Mary Chaikowsky offered that there is a possibility that some FoWL members may be supportive of this Group.

5.6 Report on Canada Day Plans, Heather Huth

There is a need for volunteers.

Coffee will be by donation.

Neil Kudrinko's donation is confirmed.

Mary Chaikowsky will ask the Cove for donation.

Peggi Warner-Lalonde will check with Steve Rolston for a donation.

Mary Chaikowsky has Vegetarian Hot Dogs.

Jamie Chapman and Janet Skinner will each bring a full propane tank

It is confirmed that the road will be closed.

FoWL will purchase decorations.

Cost of \$8. (?) Will include beverage

Due to prior commitments, Heather Huth left meeting.

6.0 GC Index training opportunity for WPL Board members Trevor Hayes

Trevor Hayes described a potential tool for WPL Board members to take advantage of during a period of change.

The GC Index is a big, international group that addresses team work. Many surveys like Myers Briggs are useful. This tool tells you what you already know, what is important to you... and with this information and in a team session, you can share your profile with those you work with and do a team session.

This opportunity is being offered by GC Index as a one time free opportunity by Trevor Hayes and Barbara Lancaster. Information about the GC Index and case studies is available at their web site

This training could be accomplished this summer and set up for working together in the fall. There was consensus that the WPL Board would take part in this opportunity.

7.0 Discussion about Next Meeting

Mary Chaikowsky requested that since there were a number of tabled items that the Board needs to address, the Board has a July meeting. After checking schedules, there was consensus that the WPL Board would meet during the morning on July 3, 2023.

Due to time constraints, items below were tabled:

Review of meeting with Rideau Lakes CEO and Program staff

The role of volunteers in the library

Record keeping at Library and need for baseline information prior to starting new programs

8.0 Next WPL Board meeting: AM, July 3, 2023

9.0 Adjournment of WPL Board meeting

Chairperson

Secretary