

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

Present: Jamie Chapman, Chairperson; Janet Skinner, Secretary; Board members: Trevor Hayes, Heather Huth, Peggi Warner-Lalonde; Pam Stuffles, Librarian

Absent: Jane Crozier, Marty Crapper

Comments are Not Verbatim

1. Call to Order

2. Declaration of Quorum by Chairperson, Jamie Chapman

3. Adoption of Agenda

- 3.1 *Moved by Peggi Warner-Lalonde, seconded by Heather Huth
that the agenda for the Westport Public Library Board meeting on May 2, 2023, be
adopted as presented.* **Carried**

4. Adoption of Past Minutes

- 4.1 *Moved by Jamie Chapman, seconded by Peggi Warner-Lalonde
That the minutes of the Westport Public Library Board of meetings held from October,
2022 to March, 2023, as well as corrected minutes from April 18, 2023 and April 20,
2023 be adopted as presented.*

Carried

5. Governance Items

- 5.1 There was consensus regarding the use of the Westport Village Council format for the Westport Public Library's minutes
- 5.2 It was agreed that the Board would use clear/ plain language wherever possible. The Frontier College Workplace "Clear Lines" manual will be shared with Board Members
- 5.3 It was agreed that the Board would meet on an as needs basis during summer months. There will be a summer BBQ at a date to be determined.

6. Items for Discussion

- 6.1 Librarian, Pam Stuffles
A review and discussion of issues related to new Library Loan System and how it will be rolled out; how members may be informed; and a new volunteer for storytime. Pam may have a drop in craft activity at the Library on the same day as Ecofest. The library will close at 2:00 PM on June 2nd.
- 6.2 Friends of Westport Library, Rob Roberts
FOWL will have a table at Ecofest, June 2nd (environment and gardening books) with a limited used book sale at the library the same day.
- 6.3 Finance Committee

No funds have been received from the Village this year to date. Trevor Hayes and Marty Crapper will consult with Joe.

6.4 Upcoming Funding Opportunities:

Draft of document requesting County Children's Program deferred to next meeting. Draft of Request for funding for Children's program resources and supports to the Estate of Norm Lapointe was shared and approved. Corrected version will be sent to Dave Moore, Executor asap.

6.5 Review of meeting with Rideau Lakes CEO and Program staff

Jamie Chapman and Janet Skinner will combine notes and share with the Board at next meeting.

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

It was agreed that collecting and recording baseline data as soon as possible is important so that the Library can demonstrate results of planned programming and value of services the Library provides.

6.7 Introduction to Critical Path for plotting future plans & activities deferred to next meeting. Peggi Warner-Lalonde and Janet Skinner will meet to create a tool for the Board to use in planning.

6.8 Agreements on new committees & working groups necessary for accomplishing future plans

Jamie Chapman presented a revised draft regarding the Children's Programs Working Group. Alterations were suggested and discussed. Jamie agreed to be the Working Group's initial contact person on behalf of the Board. He agreed to contact the first Working Group Members (Laurie Chapman, Joan Barrett, Sally Headford, an interested parent of young children and Pam Stuffles) and invite them to meet with each other and discuss how they might work together to accomplish the goal of advising the Board on future children's programs associated with the WPLibrary.

7. Next Meeting date: Tuesday, June 6, 2023 at 2:PM

8. Adjournment of WPL Board meeting

Moved by Peggi Warner-Lalonde and seconded by ? that this meeting of the WPL Board be adjourned at 4:30 PM.

Carried

Chairperson

Secretary