
**Minutes of the Wasaga Beach Public Library Board Meeting
May 27, 2024 – 4:00 p.m.
Library Group Study Room**

ATTENDANCE: Chair - Lorraine Gruzuk, Vice-Chair - Jody Mayhew, Patricia Copeland, Peggy Harris, Barbara Kodors, Shann Leighton, Susan Reynolds, Rosanna Vryvogel

REGRETS: Council Representative Ellen Timms, Corrine Lalonde

STAFF: Pam Pal, Brittany Pampalone

1. CALL TO ORDER

RESOLUTION 55-24

Moved by: R. Vryvogel

Seconded by: P. Harris

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board opens at 4:08 p.m.

CARRIED

2. LAND ACKNOWLEDGMENT

- The Land Acknowledgement was read.

3. APPROVAL OF AGENDA

RESOLUTION #56-24

Moved by: S. Reynolds

Seconded by: S. Leighton

BE IT RESOLVED THAT the Wasaga Beach Public Library Board approve the Agenda as CIRCULATED.

CARRIED

4. PRESENTATIONS/DELEGATIONS

- None.

5. DECLARATION OF PECUNIARY CONFLICT OF INTEREST

- None.

6. ADOPTION OF MINUTES OF APRIL 22, 2024- Regular Meeting

- The minutes were presented and reviewed by the Wasaga Beach Public Library Board.



7. ADOPTION OF MINUTES OF MAY 13, 2024- Special Meeting

- The minutes were presented and reviewed by the Wasaga Beach Public Library Board.

RESOLUTION #57-24

Moved by: B. Kodors

Seconded by: J. Mayhew

BE IT RESOLVED THAT the minutes from the April 22, 2024 Regular Meeting, and May 13, 2024 Special Meeting of the Wasaga Beach Public Library Board be adopted as CIRCULATED.

CARRIED

8. BUSINESS ARISING

- P. Pal explained that the Treasurer is carrying over the library's 2023 surplus funds of \$132,040 to address carried over expenses for the new library.

9. FINANCIAL REPORT

9.1 Approval of Payment of Accounts

- Board members reviewed the financials and had multiple questions concerning budget lines and facility expenses.
ACTION: P. Pal to meet with the Chief Financial Officer, Jocelyn Lee, to address questions noted by Library Board members.

RESOLUTION #58-24

Moved by: B. Kodors

Seconded by: P. Copeland

BE IT RESOLVED THAT the Wasaga Beach Public Library Board approve the Cheque, PAP Accounts and EFT Register as presented, with queries noted for the CEO to review with the Finance Department.

CARRIED

9.2 Statement of Operations

- The Statement of Operations was presented.

9.3 Business Arising: Financial Reports

- None.

10. REPORTS

10.1 Board Chair/Vice Chair

- Vice-Chair J. Mayhew advised members that there are training opportunities available through the Ontario Library Service that include Navigating Public Library Finances scheduled for June 5, 2024.
- L. Gruzuk reported that she attended the Town's Poverty Reduction Round Table meeting on May 17. She explained that it was well-organized and very informative. The break-out discussions provided an



opportunity to tell the group about the many service providers that are offering support services at the library.

- L. Gruzuk attended the Friends of the Library meeting in May and commented on the success of the Mother's Day Tea and big book sale fundraising events. The Friends are planning to form a fundraising committee as well as an advocacy committee.
- L. Gruzuk suggested early planning for the annual Board dinner.

10.2 CEO

- P. Pal responded to queries concerning her monthly report.

RESOLUTION #59-24

Moved by: S. Leighton

Seconded by: R. Vryvogel

BE IT RESOLVED THAT the CEO's April 2024 Update Report be received for information.

CARRIED

10.3 WORKING GROUPS

- **Policy**
See New Business, item 13.1.
- **Finance**
The library's strategic plan was addressed through a financial lens on May 13, 2024 at the Special Meeting of the WBPL Board.
ACTION: P. Pal to develop a long term staffing plan that will inform future budget needs.
- **Personnel**
S. Reynolds drafted a succession policy and staff work sheet to help the library prioritize staff training and development for senior positions.

RESOLUTION #60-24

Moved by: P. Copeland

Seconded by: J. Mayhew

BE IT RESOLVED THAT the draft policy and worksheet information for Senior Role Succession Planning be sent to the Policy Working Group for review and policy development.

CARRIED

10.4 COUNCIL REPRESENTATIVE

- None.



11. CORRESPONDENCE

11.1 FOPL- Executive Director's AGM Report

- Dina Stevens, the Executive Director of the Federation of Ontario Public Libraries (FOPL), provided member libraries with an Annual General Meeting report that outlined the organization's efforts and achievements through the year.

RESOLUTION #61-24

Moved by: S. Leighton

Seconded by: P. Harris

BE IT RESOLVED THAT the Federation of Ontario Public Libraries Executive Director's Report be received for information.

CARRIED

12. FOLLOW-UP BUSINESS

12.1 Makerspace Programmer Position Update

RESOLUTION #62-24

Moved by: P. Harris

Seconded by: B. Kodors

BE IT RESOLVED THAT the report titled Revised WBPL Makerspace Programmer Update to the WBPL Board meeting of May 27th, 2024 be received for information

AND THAT a long term comprehensive staffing plan that addresses essential library service needs be formalized in preparation for 2025 budget development.

CARRIED

13. NEW BUSINESS

13.1 POLICY REVIEW

RESOLUTION #63-24

Moved by: R. Vryvogel

Seconded by: S. Leighton

BE IT RESOLVED THAT the WBPL Board approves the Library Program Partnership Agreement; and the Use of Library Space Policy including appendices WBPL Art Exhibition, WBPL Community Advertising Regulations and WBPL Room Use Regulations.

CARRIED

14. Date of the next meeting: June 24, 2024 @ 4 p.m.

15. MEETING ADJOURNED



RESOLUTION #64-24

Moved by: S. Reynolds

Seconded by: P. Copeland

BE IT RESOLVED THAT the special meeting of the Wasaga Beach Public Library Board is adjourned at 6:04 p.m.

CARRIED

