

RMWB Library Board Meeting Minutes

DATE: *January 15, 2025*
TIME: *6:00 pm to 8:00 pm*
LOCATION: *WBRL Board Room*
ATTENDANCE: *Board: Jennifer Kennett, Shazia Mughal, Gloria Abada, Melissa LaRose-Wark, Councilor Allan Grandison (joined via Teams)
Staff: Melissa Flett, Lindsay McFarlane*
REGRETS: *Corinna Pirie*
ABSENT: *Amanda MacPherson, Ijeoma Uche-Ezeala, Koteswara Veeranki*

1. Treaty 8 Opening

J. Kennett called the meeting to Order at 6:10 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 agenda made by S. Mughal/Seconded by G. Abada.
Carried.**

b. Consent Agenda

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**Motion to approve items in the consent agenda made by J. Kennett/Seconded by S. Mughal.
Carried**

c. Declaration of Conflict of Interest

No conflict of interest was declared.

2. Organizational Meeting

**Motion to defer the organizational meeting (election of Chair and Vice Chair and appointment of Committees) to the February 19, 2025 Board Meeting made by A. Grandison/Seconded by S. Mughal.
Carried.**

3. New Business

a. Ratification of electronic motions

As per the Board Meetings Policy, the Board reserves the right to conduct electronic votes when needed on an urgent basis, and where the matter cannot await the next regular meeting, the Board will ratify any action taken at the next meeting.

On November 20, 2024, the regular November Board Meeting was cancelled due to lack of quorum. During the meeting, Deloitte LLP joined via Teams to present the Audit Service Plan for 2024 financial statements to C. Pirie, J. Kennett, I. Uche-Ezeala, and M. Wright.

On November 21, 2024, an email was circulated to the Board requesting approval of several items that were time sensitive.

J. Kennett moved, and M. Wright seconded the following motions:

1. *To approve the 2024 Audit Service Plan as presented.*
2. *To approve the 2025 Library Closures as presented.*
3. *To accept September 30, 2024 Financial Statements as information.*
4. *To approve the Revised Confidentiality of Patron Records and Personal Information Policy.*
5. *To approve the Revised Schedule B of the WBRL Safety and Use Bylaw.*

The motions carried, with seven board members approving. The minutes of this meeting will record the ratification of the electronic vote.

b. Board Governance Policy Review

The Board reviewed five policies comprising the Board Governance policies and requested changes to the Public Attendance at Board Meetings section of the Board Meetings Policy. M. Flett will make changes for the Board to review at the February 19 meeting.

Motion to approve Board Membership and Responsibilities Policy, Board Committees Policy, Board Member Code of Ethics Policy, and Orientation and Continuing Education Policy and defer Board Meetings Policy to February meeting made by G.

Abada/Seconded by S.Mughal.

Carried.

c. 2025 Board Calendar

Motion to accept the 2025 Board Calendar as information made by M. Larose-Wark/Seconded by A. Grandison.

Carried.

4. Adjournment

a. Next Meeting

The next meeting is scheduled for February 19, 2025.

Motion to adjourn at 6:37 pm made by J. Kennett/Seconded by G. Abada.

Carried