

RMWB Library Board Meeting Minutes

DATE: February 19, 2025
TIME: 6:00 pm to 8:00 pm
LOCATION: WBRL Board Room
ATTENDANCE: Board: Corinna Pirie, Shazia Mughal, Jennifer Kennett, Gloria Abada, Melissa LaRose-Wark, Councilor Allan Grandison (joined via Teams), Koteswara Veeranki (joined at 6:08 pm)
Staff: Melissa Flett, Lindsay McFarlane
REGRETS:
ABSENT: Ijeoma Uche-Ezeala

1. Treaty 8 Opening

C. Pirie called the meeting to Order at 6:04 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

- Minutes of January 15, 2025

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

- c. Declaration of Conflict of Interest

J. Kennett declared a conflict of interest for 3c. License of Occupation RRC and WBRL.

2. Organizational Meeting

J. Kennett assumed role of Chair for 3a. Election of Chair.

K. Veeranki entered the meeting.

- a. Election of Chair

J. Kennett nominated C. Pirie. C. Pirie accepted the nomination.

No other nominations were received.

C. Pirie was elected Chair by acclamation.

C. Pirie resumed her role as Chair.

- b. Election of Vice Chair

C. Pirie nominated J. Kennett. J. Kennett accepted the nomination.

No other nominations were received.

J. Kennett was elected Vice Chair by acclamation.

- c. Appointment of Executive Committee
C. Pirie (Chair) and J. Kennett (Vice Chair) were appointed to the Executive Committee. The Past Chair position is currently vacant.
C. Pirie nominated S. Mughal as a signing authority and third member of the Executive Committee. S. Mughal accepted the nomination.
No other nominations were received.
S. Mughal was appointed to the Executive Committee.
- d. Appointment of Policy and Administration Committee
- e. Appointment of Financial and Legal Committee
M. Flett reviewed the terms of reference for both committees. Board members were appointed to committees as follows:
 - Policy and Administration Committee: C. Pirie, J. Kennett, K. Veeranki, M. LaRose-Wark
 - Financial and Legal Committee: C. Pirie, S. Mughal, G. Abada, I. Uche-Ezeala

3. New Business

- a. Board Meetings Policy Revised
M. Flett presented the proposed revisions to the Board Meetings Policy following a request from the Board at the January 15, 2025 meeting.
Motion to approve the revised Board Meetings Policy made by G. Abada/Seconded by J. Kennett.
Carried.
- b. 2024 Annual Report and Annual Survey
M. Flett presented the 2024 KPIs and 2024 Goals document for discussion. The Board engaged in discussion about physical and digital circulation, the pricing and licensing of digital content, visitors, reference transactions, and computer workstations. The Board reviewed the 2024 Annual Report and Annual Survey for submission to the Public Library Services Branch.
Motion to approve the 2024 Annual Report and Annual Survey made by S. Mughal/Seconded by G. Abada.
Carried.
- c. License of Occupation RRC and WBRL
C. Pirie presented the License of Occupation between the Regional Recreation Corporation of Wood Buffalo and Wood Buffalo Regional Library for the period of January 1, 2025 to December 31, 2025.
Motion to authorize M. Flett to sign the License of Occupation Agreement pending final review for grammar and spelling made by S. Mughal/Seconded by K. Veeranki. J. Kennett abstained from the vote due to conflict of interest.
Carried.
- d. Internally Restricted Reserves for Year End 2024
M. Flett presented the internally restricted reserves as of December 31, 2024 for Board review and approval.

Motion to approve the 2024 year end balance of the General Capital reserve of \$688,268.51 made by G. Abada/Seconded by J. Kennett.

Carried

Motion to approve the 2024 year end balance of the General Operating reserve of \$565,903.30 made by S. Mughal/Seconded by G. Abada.

Carried.

A. Grandison left the meeting at 7:25pm.

Motion to approve the 2024 year end balance of the Carry Forward Reserve of \$192,360.00 made by J. Kennett/Seconded by G. Abada.

Carried.

Motion to approve the 2024 year end balance of the Special Projects Reserve of \$58,162.00 made by S.Mughal/Seconded by G. Abada.

Carried.

e. 2025 Capital Plan and Technology Plan

M. Flett presented the 2025 Capital Expenditures to be funded through internally restricted reserves: \$50,000 for the purchase of a new Courier and Outreach vehicle and \$79,960 for technology purchases and replacements.

Motion to approve the 2025 Technology Plan and budget in the amount of \$79,960 to be funded by the General Capital reserve made by K. Veeranki/Seconded by J. Kennett.

Carried

Motion to approve the 2025 Capital Plan and budget in the amount of \$50,000 to be funded by the General Capital reserve made by S. Mughal/Seconded by G. Abada.

Carried.

4. Adjournment

a. Next Meeting

The next meeting is scheduled for March 19, 2025.

Motion to adjourn at 7:41 pm made by M. LaRose-Wark/Seconded by G. Abada.

Carried