

Present Josie Scott
Chris Couper
Ying Ji
Mary Adeyanju
Garry Collier
Karen DeLuca, CEO

Regrets: Ian Bartlett, Shane Kramer

1. Chair Josie Scott called the meeting to order at 6:03 pm
2. Agenda – **Motion 2026-03-01 Moved by Ying Ji, seconded by Mary Adeyanju that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2026-03-02 Moved by Garry Collier, seconded by Ying Ji that the minutes of the January 2026 meeting be adopted as circulated** – carried.
5. Strategic Planning
Update on Action Plan Outline. Final edits including timelines to be presented to the next Board Meeting
6. Librarian’s Report
Administration:
Motion 2026-03-03 Moved by Chris Couper, seconded by Ying Ji that the Board move into closed session to review staffing update – carried.
Motion 2026-03-04 Moved by Ying Ji, seconded by Mary Adeyanju the Closed Session end – carried. CEO to update the Youth Services Job description and post the vacancy.
Draft branding options as presented by Sweeney Curations reviewed with direction to pause the process until staffing levels stabilize.
Discussion on the policy / procedure pertaining to unattended minors with direction to ensure youth under high school age not be permitted to spend time at the library during school hours unless accompanied by a parent / guardian.
Custodial update: If required, the CEO to draft a memorandum of understanding on the request to continue with an overnight cleaning schedule to best accommodate weekday programming prior to regular library hours.
The 2025 Audit is scheduled to start on March 23 with presentation to the Board in May.
Updated Windows 11 computers have been installed at key locations with older units being repurposed as catalogue stations.

Programming: A full slate of March Break programs with the financial support of the Scharf Family Charitable Trust; Mardi Gras well received with funds raised supporting additional adult programming.
Additional community partnerships being explored including more frequent Service Canada pop-ups, expanded Health Unit presence, Neighbourhood Link / Fountain pop-up and more.

Statistics were reviewed.

7. New Business: Trustee Couper reported on the tie-ins with the Museum’s Strategic Plan as it focuses on Culture and Recreation hubs while the library positions itself as an information hub in the community.
Discussion on the feasibility of outdoor lights on the eaves of the library. These could be app driven with changing colours. Trustee Couper to determine quotes for consideration.
8. Next meeting – tentatively April 22, 2026
9. Adjournment – **Motion 2026-03-05 Moved by Garry Collier, seconded by Mary Adeyanju that the meeting be adjourned at 7:25 pm – carried.**