

Perth East Public Library

Regular Meeting of the Board

Tuesday, January 14, 2025

5:45PM

Perth East Public Library

MEETING MINUTES

Board Members Present: Laura Hallahan (Chair), Mark Steffen (Vice-Chair), Diann Davidson, Allie Fallis, Patrick Minor, Jerry Smith
Staff Present: Kendra Roth (CEO)
Regrets: Jeremy Matheson

1. CALL TO ORDER

CEO, Kendra Roth, called the meeting to order at 5:45PM

2. APPOINTMENT OF CHAIR & VICE-CHAIR

2.1 Appointment of Chair

K.Roth opened the floor for Chair nominations.

J. Smith nominated Laura Hallahan for Chair, A. Fallis seconded the nomination. Laura Hallahan accepted the nomination.

Laura Hallahan nominated M. Steffen for Chair, D. Davidson seconded the nomination. Mark Steffen accepted the nomination

A vote was held by ballot. There were three (3) recorded votes for Laura Hallahan and three (3) recorded votes for Mark Steffen. Mark Steffen removed his name as candidate for Chair.

2025 – 01 Motion THAT Laura Hallahan be appointed as Perth East Public Library Board Chair

Moved by M. Steffen

Seconded by D. Davidson

CARRIED.

2.2 Appointment of Vice-Chair

K.Roth opened the floor for Vice-Chair nominations. Diann Davidson nominated Mark Steffen for Vice-Chair, A. Fallis seconded the nomination. Mark Steffen accepted the nomination.

2025 – 02 Motion THAT Mark Steffen be appointed as Perth East Public Library Vice-Chair.

Moved by D. Davidson

Seconded by A. Fallis

CARRIED.

Laura Hallahan proceeded as Chair.

3. ADDITIONS TO and APPROVAL OF THE AGENDA

2025 – 03 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith
Seconded by D. Davidson
CARRIED.

4. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no disclosures made of pecuniary interest.

5. MINUTES OF PREVIOUS MEETING

2025 – 04 Motion - THAT the minutes of the Regular Board Meeting of December 10, 2024 be approved as circulated.

Moved by A. Fallis
Seconded by P. Minor
CARRIED.

6. BUSINESS ARISING FROM MINUTES OF December 10, 2024.

7. DELEGATIONS

There were no delegations.

8. CORRESPONDENCE

No correspondence

9. FINANCE REPORTS

[9.1 Year-to-Date Reports](#)

2025 – 05 Motion – THAT the un-audited December year-to-date reports be received as information.

Moved by P. Minor
Seconded by D. Davidson
CARRIED.

[9.2 Accounts Payable](#)

2025 – 06 Motion – THAT the December informal listings of Accounts Payable be received as information.

Moved by J. Smith
Seconded by M. Steffen
CARRIED.

10. CEO'S REPORT

[10.1 CEO's Report](#)

2025 – 07 Motion – THAT the CEO's report be received as information.

Moved by D. Davidson
Seconded by A. Fallis
CARRIED.

11. COMMITTEE REPORTS

[10.1 Finance Committee](#)

[10.2 Personnel Committee](#)

[10.3 Strategic Planning Committee](#)

[10.4 PCIN Board](#)

[10.5 SOLS Trustee Council 3](#)

[10.6 Council Report](#)

J. Smith updated the Board that the first Council meeting of the year is on January 14, 2025 following the Board meeting. J. Smith informed the Board that ROMA will be hosted in Toronto, and plans to visit the OLS Rep while attending.

2025 – 08 Motion – THAT the verbal reports provided be members of PEPL Board Committees to PEPL Board be received as information.

Moved by M. Steffen
Seconded by D. Davidson
CARRIED.

12. BOARD EDUCATION

There was no Board Education.

13. CLOSED SESSION

Pursuant to section 16.1 4(b) of the Public Libraries Act, 1990

- Personal matters about an identifiable individual; performance evaluation

2025 – 09 Motion – THAT the Perth East Public Library move into closed session at 6:05PM for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(b) of the Public Libraries Act

Personal matters about an identifiable individual; draft services contract

Moved by J. Smith
Seconded by M. Steffen
CARRIED.

2025 – 10 Motion – THAT the Perth East Public Library rise from closed session at 6:14PM and reconvene to the Regular Meeting of the Board.

Moved by A. Fallis
Seconded by D. Davidson
CARRIED.

14. BUSINESS ARISING FROM CLOSED SESSION

2025 – 11 Motion – THAT the CEO bring a report back to the Board providing an update on the progress status of recommendations made from Organizational Review.

Moved by M. Steffen
Seconded by P. Minor
CARRIED.

15. NEW BUSINESS

15.1 Special Collections Lending Policy

2025 – 12 Motion – THAT the Special Collections Lending Policy be reviewed and adopted, noting any revisions.

Moved by P. Minor
Seconded by M. Steffen
CARRIED.

15.2 Board Advocacy Policy

2025 – 13 Motion – THAT the Board Advocacy Policy be reviewed and adopted, noting any revisions.

Moved by M. Steffen
Seconded by J. Smith

CARRIED.

16. **ADJOURNMENT** – Next meeting is Tuesday, **February 11, 2025 at 6:30PM**
2025 – 14 Motion – THAT the Perth East Public Library Board adjourn at 6:24PM
Moved by D. Davidson
Seconded by A. Fallis
CARRIED.

PEPL Board Chair, Laura Hallahan

PEPL Board Secretary, Kendra Roth

Date

Date