



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, November 14, 2023

5:30PM

Perth East Public Library

### MEETING MINUTES

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

**Staff Present:** Laura Bere (Interim CEO)

**Regrets:**

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**1. CALL TO ORDER**

Chairperson, Laura Hallahan, called the meeting to order at 5:31PM

**2. ADDITIONS TO and APPROVAL OF THE AGENDA**

The last minute addition of Christmas Social to New Business was noted and accepted.

2023 – 112 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by M. Steffen

Seconded by A. Fallis

CARRIED.

**3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof**

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2023 – 113 Motion - THAT the minutes of the Regular Board Meeting of October 10, 2023 be approved as circulated.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF October 10, 2023.**

The Board agreed that a combination of posted and verbal reminders of the library's Internet Agreement, together with existing DeepFreeze software would be sufficient, and further that the CEO is trusted to choose these methods and enact them.

2023 – 114 Motion – THAT the Internet Agreement Options Report be received as information.

Moved by A. Fallis

Seconded by J. Smith

CARRIED.

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

2023 – 115 Motion – THAT the correspondence be received as information.

Moved by P. Minor

Seconded by D. Davidson

CARRIED.

**8. FINANCE REPORTS**

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

2023 – 116 Motion – THAT the un-audited October year-to-date reports be received as information.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

[8.2 Accounts Payable](#)

2023 – 117 Motion – THAT the October informal listings of Accounts Payable be received as information.

Moved by P. Minor

Seconded by D. Davidson

CARRIED.

**9. CEO'S REPORT**

[9.1 CEO's Report](#)

2023 – 118 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen

Seconded by J. Smith

CARRIED.

**10. COMMITTEE REPORTS**

[10.1 Finance Committee](#)

[10.2 Personnel Committee](#)

[10.3 Strategic Planning Committee](#)

[10.4 PCIN Board](#) – verbal report from L. Hallahan. PCIN is finalizing Strategic Planning Committee. The 2024 budget was approved at the November Board Meeting.

[10.5 SOLS Trustee Council 3](#)

[10.6 Council Report](#)

2023 – 119 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes.

Moved by D. Davidson

Seconded by A. Fallis

CARRIED.

**11. BOARD EDUCATION**

[11.1 Good Decision Making](#)

**12. NEW BUSINESS**

**12.1 Snowshoe Lending Policy**

2023 – 120 Motion – THAT the Snowshoe Lending Policy be reviewed and adopted, noting any revisions.

Moved by P. Minor  
Seconded by J. Matheson  
CARRIED.

**12.2 2024 PEPL Board Meeting Schedule**

2023 – 121 Motion – THAT the 2024 PEPL Board Meeting Schedule be reviewed and adopted, noting any revisions.

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

**12.3 2024 Budget – Version 1**

2023 – 122 Motion – THAT the report prepared by the CEO, dated November 14, 2023 entitled Budget – Version 1 be received for information.

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

**12.4 Christmas Social**

The Board decided to hold a potluck Christmas gathering following the next meeting on December 12, 2023. Library staff are invited to attend as well.

**13. ADJOURNMENT – Next meeting is Tuesday, **December 12, 2023** at **5:30PM****

2023 – 123 Motion – THAT the Perth East Public Library Board adjourn at 6:12PM

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

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PEPL Board Chair, Laura Hallahan

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PEPL Board Secretary, Laura Bere

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Date

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Date