

Perth East Public Library

Regular Meeting of the Board

Tuesday, February 14, 2023

7:30PM

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: Kendra Roth (CEO)

Regrets:

1. CALL TO ORDER

Chairperson, Laura Hallahan, called the meeting to order at 7:34PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2023 – 12 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

4. MINUTES OF PREVIOUS MEETING

2023 – 13 Motion - THAT the minutes of the Regular Board Meeting of January 10, 2023 be approved as circulated.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF January 10, 2023.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

[7.1 Federation of Ontario Public Libraries \(FOPL\) Updates](#)

2023 – 14 Motion – THAT the correspondence be received as information.

Moved by J. Smith

Seconded by M. Steffen

8. FINANCE REPORTS

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

2023 – 15 Motion – THAT the un-audited January year-to-date reports be received as information.

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

8.2 Accounts Payable

2023 – 16 Motion – THAT the January informal listing of Accounts Payable be received as information.

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

9. CEO'S REPORT

9.1 CEO's Report

2023 – 17 Motion – THAT the CEO's report be received as information.

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

10. 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 - verbal report from J. Smith & J. Matheson. First presentation of 2023 operational budget was reviewed by Council, and there are no outstanding questions from Council regarding library's budget at this time.

2023 – 18 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes,

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

11. BOARD EDUCATION

11.1 Governance Hub

11.2 Memorandum of Understanding

2023 – 19 Motion – THAT the PEPL Board receive the reports titled Governance Hub and Memorandum of Understanding dated February 14, 2023, prepared by the CEO for information.

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

12. CLOSED SESSION

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

- *labour relations or employee negotiations*

2023 – 20 Motion – THAT the Perth East Public Library move into closed session at 8:13PM for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(d) of the Public Libraries Act

Labour relations or employee negotiations

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

2023 – 21 Motion – THAT the Perth East Public Library rise from closed session at 8:33PM and reconvene to the Regular Meeting of the Board.

Moved by J. Matheson

Seconded by J. Smith

CARRIED.

13. BUSINESS ARISING FROM CLOSED SESSION

13.1 Library Assistant – Casual

2023 – 22 Motion – THAT the PEPL Board receive the report titled Library Assistant – Casual Job Description and Job Grade Evaluation dated February 14, 2023, prepared by the CEO for information;

AND FURTHER THAT the Perth East Public Library Board endorse the job description as presented, the job grading as presented, and direct the CEO to implement the position as needed.

Moved by J. Matheson

Seconded by A. Fallis

CARRIED.

14. NEW BUSINESS

14.1 Room Rental Rates

2023 – 23 Motion – THAT the Perth East Public Library Board receive the report titled Room Rental Rates dated February 14, 2023, prepared by the CEO for information;

AND THAT the room rental rates be updated to include the revised 4-hr rental charge of \$50.00.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

15. ADJOURNMENT – Next meeting is Tuesday, March 14, 2023 at 7:30PM

2023 – 24 Motion – THAT the Perth East Public Library Board adjourn at 8:41PM

Moved by D. Davidson

Seconded by P. Minor

CARRIED.

PEPL Board Chair

PEPL Board Secretary

Date

Date