

Perth East Public Library

Regular Meeting of the Board

Tuesday, February 11, 2025

6:30PM

Perth East Public Library

MEETING MINUTES

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

1. CALL TO ORDER

M. Steffen called the meeting to order at 6:35PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2025 – 15 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Matheson

Seconded by D. Davidson

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no disclosures made of pecuniary interest.

4. MINUTES OF PREVIOUS MEETING

2025 – 16 Motion - THAT the minutes of the Regular Board Meeting of January 14, 2025 be approved as circulated.

Moved by D. Davidson

Seconded by L. Hallahan

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF January 14, 2025.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

[7.1 FOPL – Winter Advocacy Updates](#)

2025 – 17 Motion – THAT the correspondence be received as information.

Moved by J. Matheson

Seconded by D. Davidson

CARRIED.

8. FINANCE REPORTS

8.1 Year-to-Date Reports

2025 – 18 Motion – THAT the un-audited January year-to-date reports be received as information.

Moved by D. Davidson

Seconded by L. Hallahan

CARRIED.

8.2 Accounts Payable

2025 – 19 Motion – THAT the January informal listings of Accounts Payable be received as information.

Moved by J. Matheson

Seconded by D. Davidson

CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2025 – 20 Motion – THAT the CEO's report be received as information.

Moved by J. Matheson

Seconded by L. Hallahan

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

Personnel Committee to schedule annual performance evaluation of CEO.

J. Matheson updated the Board that the 2025 budget was passed by Council in January; taxpayers will have received a pamphlet with their taxes. Council has heard from numerous volunteer groups in the community who are interested in pursuing Greenwood Park initiatives.

2025 – 21 Motion – THAT the verbal reports provided be members of PEPL Board Committees to PEPL Board be received as information.

Moved by D. Davidson

Seconded by L. Hallahan

CARRIED.

11. BOARD EDUCATION

There was no Board Education.

12. CLOSED SESSION

13. BUSINESS ARISING FROM CLOSED SESSION

14. NEW BUSINESS

[14.1 Makerspace Policy](#)

2025 – 22 Motion – THAT the Special Collections Lending Policy be reviewed and adopted, noting any revisions.

Moved by D. Davidson

Seconded by J. Matheson

CARRIED.

15. ADJOURNMENT – Next meeting is Tuesday, **March 11, 2025** at **6:30PM**

2025 – 23 Motion – THAT the Perth East Public Library Board adjourn at 6:58PM

Moved by D. Davidson

Seconded by J. Matheson

CARRIED.

PEPL Board Chair, Laura Hallahan

PEPL Board Secretary, Kendra Roth

Date

Date