



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, March 11, 2025

6:30PM

Perth East Public Library

### MEETING MINUTES

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

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**1. CALL TO ORDER**

L. Hallahan called the meeting to order at 6:30PM

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

2025 – 24 Motion – THAT the Perth East Public Library Board March 11, 2025, Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith

Seconded by M. Steffen

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 – 25 Motion - THAT the minutes of the Regular Perth East Library Board Meeting of February 11, 2025 be approved as circulated.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF February 11, 2025.**

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

7.1 FOPL – Election Media Release

2025 – 26 Motion – THAT the Perth East Public Library Board receive the FOPL Election Media Release correspondence as information.

Moved by P. Minor

Seconded by D. Davidson

CARRIED.

## 8. FINANCE REPORTS

### 8.1 Year-to-Date Reports

2025 – 27 Motion – THAT the Perth East Public Library Board receive the un-audited February year-to-date reports as information.

Moved by P. Minor

Seconded by J. Smith

CARRIED.

### 8.2 Accounts Payable

2025 – 28 Motion – THAT the Perth East Public Library Board receive the February informal listings of Accounts Payable as information.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

## 9. CEO'S REPORT

### 9.1 CEO's Report

2025 – 29 Motion – THAT the Perth East Public Library Board receive the CEO's report as information.

Moved by D. Davidson

Seconded by M. Steffen

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

L. Hallahan and K. Roth gave an update from the PCIN Board meeting held in February. The PCIN Board reviewed the strategic plan goals, and each board representative spoke to their library's current projects & initiatives.

J. Matheson and J. Smith provided an update from Council, highlighting that the Dog Park initiative at Greenwood Park is progressing.

K. Roth spoke to the Strategic Planning Process Report, outlining the proposed timeline for the PEPL strategic planning process. Next steps include community engagement and the committee will review data collected and present it to the Board in September. Kendra is also meeting with OLS rep to discuss support and resources to assist the Board during the strategic planning process.

2025 – 30 Motion – THAT the verbal reports provided by members of PEPL Board Committees to PEPL Board be received as information.

Moved by P. Minor

Seconded by J. Matheson

CARRIED.

**11. BOARD EDUCATION**

There was no Board Education.

**12. CLOSED SESSION**

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

*- Personal matters about an identifiable individual; workplan, performance measures*

2025 – 31 Motion – THAT the Perth East Public Library Board move into closed session at 6:51PM for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(b) of the Public Libraries Act

*Personal matters about an identifiable individual; workplan, performance measures*

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

2025 – 32 Motion – THAT the Perth East Public Library Board rise from closed session at 7:29PM and reconvene to the Regular Meeting of the Board.

Moved by M. Steffen

Seconded by D. Davidson

CARRIED.

**13. BUSINESS ARISING FROM CLOSED SESSION**

2025 – 33 Motion – THAT the Perth East Public Library Board adopt the 2025 PEPL Board Workplan and review the plan twice a year, with the first review occurring during the July 2025 regular meeting of the Board.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

2025 – 34 Motion – THAT the Perth East Public Library Board direct the CEO to report twice a year on the status of the Organizational Review recommendations. Reports going forward will outline prioritized items, a proposed timeline for completion/implementation of recommendations, and remove completed recommendations. The next report will be included in the September 2025 regular meeting of the Board.

Moved by M. Steffen

Seconded by J. Matheson

CARRIED.

**14. NEW BUSINESS**

There was no new business.

**15. ADJOURNMENT** – Next meeting is Tuesday, **April 8, 2025 at 5:45PM**

2025 – 35 Motion – THAT the Perth East Public Library Board adjourn at 7:31PM

Moved by J. Matheson

Seconded by D. Davidson

CARRIED.

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PEPL Board Chair, Laura Hallahan

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PEPL Board Secretary, Kendra Roth

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Date

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Date