



Perth East Public Library

Regular Meeting of the Board

Tuesday, April 9, 2024

5:45PM

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:

1. CALL TO ORDER

Chairperson, Laura Hallahan, called the meeting to order at 5:44PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

L. Bere noted the addition of Food Truck Fundraiser scheduling to New Business.

2024 – 26 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by P. Minor

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

2024 – 27 Motion - THAT the minutes of the Regular Board Meeting of March 12, 2024 be approved as circulated.

Moved by D. Davidson

Seconded by A. Fallis

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF March 12, 2024.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

There was no correspondence.

8. FINANCE REPORTS

Chair requested the CEO look into the security monitoring expense line.

8.1 Year-to-Date Reports

2024 – 28 Motion – THAT the un-audited March year-to-date reports be received as information.

Moved by J. Smith

Seconded by J. Matheson
CARRIED.

8.2 Accounts Payable

Chair requested the CEO look into whether the bank account includes reserve balances.

2024 – 29 Motion – THAT the March informal listings of Accounts Payable be received as information.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2024 – 30 Motion – THAT the CEO's report be received as information.

Moved by D. Davidson

Seconded by A. Fallis

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

J. Matheson & J. Smith shared that the PEPL 2023 Annual Report had been received by council without questions or concerns.

2024 – 31 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 M. Steffen

CARRIED.

11. BOARD EDUCATION

12. NEW BUSINESS

12.1 Board Member Code of Conduct Policy

2024 – 32 Motion – THAT the Board Member Code of Conduct Policy be reviewed and adopted, noting any revisions.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

12.2 Food Truck Volunteer Schedule

Volunteers from the board will cover this event, no additional staff shifts will be scheduled. Volunteer schedule to be finalized at June meeting.

13. **ADJOURNMENT** – Next meeting is Tuesday, **May 14, 2024** at **5:45PM**
2024 – 33 Motion – THAT the Perth East Public Library Board adjourn at 6:13PM
Moved by P. Minor
Seconded by A. Fallis
CARRIED.

PEPL Board Chair, Laura Hallahan

PEPL Board Secretary, Laura Bere

Date

Date