



Perth East Public Library

Regular Meeting of the Board

Tuesday, May 9, 2023

5:30PM

Perth East Public Library

MEETING MINUTES

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

1. CALL TO ORDER

Chairperson, Laura Hallahan, called the meeting to order at 5:32PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2023 – 52 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

4. MINUTES OF PREVIOUS MEETING

2023 – 53 Motion - THAT the minutes of the Regular Board Meeting of April 11, 2023 be approved as circulated.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF April 11, 2023.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

8. FINANCE REPORTS

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

2023 – 54 Motion – THAT the un-audited April year-to-date reports be received as information.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

[8.2 Accounts Payable](#)

2023 – 55 Motion – THAT the April informal listing of Accounts Payable be received as information.

Moved by P. Minor

Seconded by J. Smith
CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

Board discussed increasing the term for the Summer Student position for 2024, to increase the likelihood of filling the position. CEO will investigate whether this would affect eligibility for the Canada Summer Jobs grant.

2023 – 56 Motion – THAT the CEO's report be received as information.

Moved by J. Matheson
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 board is interested in starting work on strategic planning

10.5 SOLS Trustee Council 3

10.6 Council Report - verbal report from J. Smith & J. Matheson

2023 – 57 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 J. Matheson
CARRIED.

11. BOARD EDUCATION

11.1 Library Board – Meeting Management

12. NEW BUSINESS

12.1 Parks Pass Policy

2023 – 58 Motion – THAT the Parks Pass Policy be accepted as revised.

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

12.2 Records Retention Policy

2023 – 59 Motion – THAT the Perth East Public Library Board approve and officially adopt the Records Retention Policy.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

12.3 Makerspace Policy

2023 – 60 Motion – THAT the Makerspace Policy be accepted as revised.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

12.4 Room Rental Agreement

CEO will make addition to agreement, requiring renters to specify if they need use of the casting device for the television.

2023 – 61 Motion – THAT the Room Rental Agreement be accepted as revised.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

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

2023 – 62 Motion – THAT the Perth East Public Library Board adjourn at 6:09PM

Moved by P. Minor

Seconded by J. Matheson

CARRIED.

PEPL Board Chair, Laura Hallahan

PEPL Board Secretary, Laura Bere

Date

Date