



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, May 13, 2025

5:45PM

Township of Perth East Council Chambers

### 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:**

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**1. CALL TO ORDER**

L. Hallahan called the meeting to order at 5:46PM

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

2025 – 46 Motion – THAT the Perth East Public Library Board May 13, 2025, Agenda be approved noting any additions, changes or deletions.

Moved by M. Steffen

Seconded by J. Matheson

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 – 47 Motion – THAT the minutes of the Regular Perth East Public Library Board meeting of April 8, 2025 be approved as circulated.

Moved by A. Fallis

Seconded by D. Davidson

CARRIED.

2025 – 48 Motion – THAT the minutes of the Regular Perth East Public Library Board meeting of March 11, 2025 be approved as circulated.

Moved by P. Minor

Seconded by M. Steffen

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF April 8, 2025.**

**6. DELEGATIONS**

There were no delegations.

## **7. CORRESPONDENCE**

[7.1 Canada Summer Jobs Application/Agreement](#)

[7.2 OLS "Craft Your Ask" Advocacy Session](#)

[7.3 MetLib 2025 Flyer](#)

2025 – 49 Motion – THAT the Perth East Public Library Board receive the correspondence as information.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

## **8. FINANCE REPORTS**

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

2025 – 50 Motion – THAT the Perth East Public Library Board receive the un-audited April year-to-date reports as information.

Moved by P. Minor

Seconded by J. Matheson

CARRIED.

[8.2 Accounts Payable](#)

2025 – 51 Motion – THAT the Perth East Public Library Board receive the April informal listings of Accounts Payable as information.

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

[8.3 2024 YTD Report](#)

2025 – 52 Motion – THAT the Perth East Public Library Board receive the 2024 Year to Date report as information.

Moved by P. Minor

Seconded by M. Steffen

CARRIED.

## **9. CEO'S REPORT**

[9.1 CEO's Report](#)

2025 – 53 Motion – THAT the Perth East Public Library Board receive the CEO's report as information.

Moved by D. Davidson

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 OLS Board Assembly](#)

[10.6 Council Report](#)

A. Fallis provided a verbal update that she will be attending the virtual OLS Board Assembly meeting on June 4, 2025

L. Hallahan and D. Davidson provided a verbal update that the PCIN Board meeting has been rescheduled for Thursday, May 15, 2025.

J. Matheson and J. Smith provided a verbal report from Council, highlighting that the fundraising for a dog park has commenced.

2025 – 54 Motion – THAT the verbal reports provided by members of PEPL Board Committees to PEPL Board be received as information.

Moved by J. Matheson

Seconded by A. Fallis

CARRIED.

**11. BOARD EDUCATION – Strategic Planning Overview**

K. Roth shared a webinar training video “Strategic Planning Overview” that was put together by OLS. The board viewed and discussed the video.

**12. CLOSED SESSION**

There was no Closed Session.

**13. BUSINESS ARISING FROM CLOSED SESSION**

**14. NEW BUSINESS**

There was no New Business.

**15. ADJOURNMENT – Next meeting is Tuesday, June 10, 2025 at 5:45PM**

2025 – 55 Motion – THAT the Perth East Public Library Board adjourn at 6:22PM

Moved by D. Davidson

Seconded by M. Steffen

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