



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, June 13, 2023

5:30PM

Perth East Public Library

### MEETING MINUTES

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

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**1. CALL TO ORDER**

Chairperson, Laura Hallahan, called the meeting to order at 5:30PM

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

2023 – 63 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

**3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof**

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2023 – 64 Motion - THAT the minutes of the Regular Board Meeting of May 9, 2023 be approved as circulated.

Moved by M. Steffen

Seconded by A. Fallis

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF May 9, 2023.**

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

2023 – 65 Motion – THAT the correspondence be received as information.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

## 8. FINANCE REPORTS

### 8.1 Year-to-Date Reports

CEO will investigate propane/natural gas budget line as the percentage of budget used is higher than expected.

2023 – 66 Motion – THAT the un-audited May year-to-date reports be received as information.

Moved by P. Minor

Seconded by A. Fallis

CARRIED.

### 8.2 Accounts Payable

2023 – 67 Motion – THAT the May informal listing of Accounts Payable be received as information.

Moved by D. Davidson

Seconded by J. Smith

CARRIED.

## 9. CEO'S REPORT

### 9.1 CEO's Report

CEO will write up a lending policy for the PC Connect bus passes that have been added to the catalogue.

2023 – 68 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen

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 SOLS Trustee Council 3

10.6 Council Report - verbal report from J. Smith. Skate Park is progressing. CEO will investigate partnership opportunities or cross-promotion to tie-in with grand opening in September.

2023 – 69 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes,

Moved by A. Fallis

Seconded by D. Davidson

CARRIED.

## 11. BOARD EDUCATION

## 12. NEW BUSINESS

### 12.1 Children's Service Policy

2023 – 70 Motion – THAT the Children's Services Policy be reviewed and adopted, replacing the Children's Program Policy.

Moved by J. Smith

Seconded by D. Davidson

CARRIED.

12.2 Board By-Laws

2023 71 Motion – THAT the Board By-Laws be reviewed and adopted, noting any revisions.

Moved by                   A. Fallis  
Seconded by               P. Minor  
CARRIED.

12.3 Code of Conduct Policy

2023 – 72 Motion – THAT the Code of Conduct Policy be reviewed and adopted, noting any revisions.

Moved by                   D. Davidson  
Seconded by               M. Steffen  
CARRIED.

15. **ADJOURNMENT** – Next meeting is Tuesday, **July 11, 2023** at **5:30PM**

2023 – 73 Motion – THAT the Perth East Public Library Board adjourn at 5:47PM

Moved by                   D. Davidson  
Seconded by               A. Fallis  
CARRIED.

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PEPL Board Chair, Laura Hallahan

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PEPL Board Secretary, Laura Bere

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Date

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Date