



Perth East Public Library

Regular Meeting of the Board

Tuesday, July 11, 2023

5:30PM

Perth East Public Library

MEETING MINUTES

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

1. CALL TO ORDER

Chairperson, Laura Hallahan, called the meeting to order at 5:37PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2023 – 74 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by A. Fallis
Seconded by J. Matheson
CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

4. MINUTES OF PREVIOUS MEETING

2023 – 75 Motion - THAT the minutes of the Regular Board Meeting of June 13, 2023 be approved as circulated.

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

5. BUSINESS ARISING FROM MINUTES OF June 13, 2023.

2023 – 76 Motion – THAT the Bus Pass Lending Policy be reviewed and adopted, noting any revisions.

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

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

2023 – 77 Motion – THAT the correspondence be received as information.

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

8. FINANCE REPORTS

8.1 Year-to-Date Reports

2023 – 78 Motion – THAT the un-audited June year-to-date reports be received as information.

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

8.2 Accounts Payable

2023 – 79 Motion – THAT the June informal listing of Accounts Payable be received as information.

Moved by J. Matheson
Seconded by D. Davidson
CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2023 – 80 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen
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 – verbal report from D. Davidson & L. Hallahan. PCIN board is updating by-laws and beginning the process of creating a new Strategic Plan.

10.5 SOLS Trustee Council 3

10.6 Council Report - verbal report from J. Matheson. Council is starting the budget process for 2024.

2023 – 81 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes.

Moved by M. Steffen
Seconded by A. Fallis
CARRIED.

11. BOARD EDUCATION

12. NEW BUSINESS

The board will continue the 5:30 meeting time for the September meeting, and discuss again at that time.

12.1 Internet Access Policy

CEO will investigate existing procedures and options for Internet/Computer agreements on public computers.

2023 – 82 Motion – THAT the Internet Access Policy be reviewed and adopted, noting any revisions.

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

12.2 Gift Acceptance Policy

2023 83 Motion – THAT the Gift Acceptance Policy be reviewed and adopted, noting any revisions.

Moved by D. Davidson

Seconded by A. Fallis

CARRIED.

12.3 Staffed Hours Policy

2023 – 84 Motion – THAT the Staffed Hours Policy be reviewed and adopted, noting any revisions.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

12.4 Fee Assistance Policy

2023 – 85 Motion – THAT the Fee Assistance Policy be reviewed and adopted, noting any revisions.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

15. **ADJOURNMENT** – Next meeting is Tuesday, **September 12, 2023 at 5:30PM**

2023 – 86 Motion – THAT the Perth East Public Library Board adjourn at 6:26PM

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

PEPL Board Chair, Laura Hallahan

PEPL Board Secretary, Laura Bere

Date

Date