



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, July 9, 2024

5:45PM

Perth East Public Library

### MEETING MINUTES

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

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**1. CALL TO ORDER**

Chairperson, Laura Hallahan, called the meeting to order at 5:43PM

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

2024 – 51 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by M. Steffen

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**

2024 – 52 Motion - THAT the minutes of the Regular Board Meeting of June 11, 2024 be approved as circulated.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF June 11, 2024.**

No new business.

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

**8. FINANCE REPORTS**

**8.1 Year-to-Date Reports**

2024 – 53 Motion – THAT the un-audited June year-to-date reports be received as information.

Moved by P. Minor

Seconded by J. Smith

CARRIED.

## 8.2 Accounts Payable

Board requested that the CEO investigate details about the reserve schedule, process and best practices and report back in September.

2024 – 54 Motion – THAT the June informal listings 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

2024 – 55 Motion – THAT the CEO's report be received as information.

Moved by P. Minor

Seconded by J. Matheson

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

Perth East Council is meeting for budget visioning on July 16th.

L. Hallahan shared that the PCIN board has approved the 2025 budget and strategic plan.

2024 – 56 Motion – THAT the verbal reports provided by members of PEPL Board Committees to PEPL Board be received as information.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

## 11. BOARD EDUCATION

## 12. NEW BUSINESS

### 12.1 Board By-Laws

2024 – 57 Motion – THAT the Board By-Laws be accepted, noting revisions.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

### 12.2 Records Retention Policy

2024 – 58 Motion – THAT the Records Retention Policy be accepted, noting revisions.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

### 12.3 Valuing Perth East Public Library Report

2024 – 59 Motion – THAT the Valuing Perth East Public Library Report be received for information.

Moved by M. Steffen

Seconded by J. Matheson

CARRIED.

13. **ADJOURNMENT** – Next meeting is Tuesday, **September 10, 2024** at **5:45PM**  
2024 – 60 Motion – THAT the Perth East Public Library Board adjourn at 6:24PM

Moved by J. Matheson

Seconded by M. Steffen

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