



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, September 12, 2023

5:30PM

Perth East Public Library

### MEETING MINUTES

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

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**1. CALL TO ORDER**

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

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

2023 – 87 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith

Seconded by J. Matheson

CARRIED.

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

There were no declarations of pecuniary interest.

*Council were in consensus to reorder the agenda and move Item No. 12.1 OMERS Report following Item No. 3 Disclosure of Pecuniary Interest.*

**12.1. OMERS REPORT**

2023 – 88 Motion – THAT the Perth East Public Library Board give three readings to by-law 19-2023, being a by-law to authorize participation in the Ontario Municipal Employees Retirement System (OMERS) Primary Pension Plan and the Retirement Compensation Arrangement.

Moved by J. Matheson

Seconded by P. Minor

CARRIED

**4. MINUTES OF PREVIOUS MEETING**

2023 – 89 Motion - THAT the minutes of the Regular Board Meeting of July 11, 2023 be approved as circulated.

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF July 11, 2023.**

2023 – 90 Motion – THAT the Internet Agreement Options Report be deferred to October 10<sup>th</sup> meeting.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

2023 – 91 Motion – THAT the correspondence be received as information.

Moved by A. Fallis

Seconded by D. Davidson

CARRIED.

**8. FINANCE REPORTS**

9.1 Year-to-Date Reports

2023 – 92 Motion – THAT the un-audited August year-to-date reports be received as information.

Moved by D. Davidson

Seconded by J. Smith

CARRIED.

9.2 Accounts Payable

2023 – 93 Motion – THAT the July & August informal listings of Accounts Payable be received as information.

Moved by D. Davidson

Seconded by P. Minor

CARRIED.

**9. CEO'S REPORT**

10.1 CEO's Report

2023 – 94 Motion – THAT the CEO's report be received as information.

Moved by D. Davidson

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 beginning process of Strategic Planning and looking at 2024 budget.

10.5 SOLS Trustee Council 3 – verbal report from A. Fallis. Is attending OLS Virtual Conference for Board members on September 28<sup>th</sup>.

10.6 Council Report - verbal report from J. Smith. Council is starting the budget process for 2024. All-Wheels Park has opened.

2023 – 95 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 J. Matheson  
CARRIED.

## 11. BOARD EDUCATION

## 12. NEW BUSINESS

### 12.2 Board Self-Evaluation Tool

2023 – 96 Motion – THAT the Board Self-Evaluation Tool be reviewed and adopted, noting any revisions.

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

### 12.3 Unexpected Closures and Inclement Weather Policy

2023 97 Motion – THAT the Unexpected Closures and Inclement Weather Policy be deferred to October 10<sup>th</sup> meeting, giving the CEO time to further revise and provide clarifying points.

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

### 12.4 Information Services Policy

2023 – 98 Motion – THAT the Information Services Policy be accepted as revised.

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

### 12.5 Oktoberfest Tour

J. Smith informed the Board about the upcoming Oktoberfest event, which will include tours of the library for foreign guests. CEO was directed to plan for library staff to provide short tours and history of the library for guests on Saturday, October 7<sup>th</sup>.

### 12.6 Meeting Time

2023 – 99 Motion – THAT the Perth East Public Library Board meeting times be moved to 5:30pm.

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

## 13. ADJOURNMENT – Next meeting is Tuesday, **October 10, 2023 at 5:30PM**

2023 – 100 Motion – THAT the Perth East Public Library Board adjourn at 6:41PM

Moved by D. Davidson  
Seconded by J. Smith  
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