



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, December 14, 2021, 7:30pm  
Electronic Meeting

### MEETING MINUTES

**Board Members Present:** Hugh McDermid, Jerry Smith, Lois Baillie, Laura Hallahan, Patrick Minor, Mark Steffen  
**Staff Present:** Kendra Roth (CEO)  
**Regrets:** N/A

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**1. CALL TO ORDER**

Chairperson Hugh McDermid called the meeting to order at 7:30 p.m.

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

2021 – 147 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by P. Minor  
Seconded by L. Hallahan  
CARRIED.

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

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2021 – 148 Motion - THAT the minutes of the Regular Board Meeting of November 9, 2021 be approved as circulated.

Moved by M. Steffen  
Seconded by J. Smith  
CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF November 9, 2021**

There was no business arising from previous meeting.

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

2021 – 149 Motion – THAT the correspondence be received as information.

Moved by L. Baillie  
Seconded by L. Hallahan  
CARRIED.

## 8. FINANCE REPORTS

### 8.1 Year-to-Date Reports

2021 – 150 Motion – THAT the un-audited November year-to-date reports be received as information.

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

### 8.2 Accounts Payable

2021 – 151 Motion – THAT the November informal listing of Accounts Payable be received as information.

Moved by M. Steffen  
Seconded by L. Hallahan  
CARRIED.

## 9. CEO'S REPORT

### 9.1 CEO's Report

2021-152 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen  
Seconded by J. Smith  
CARRIED.

### 9.2 Development Charges

2021 – 153 Motion – THAT the PEPL Board receive the Development Charges report, prepared by the CEO, as information.

Moved by M. Steffen  
Seconded by J. Smith  
CARRIED.

## 10. COMMITTEE REPORTS

10.1 Finance Committee – Version 1 of the 2022 budget presented to the Board

10.2 Personnel Committee – H. McDermid, L. Baillie, P. Minor and L. Hallahan will conduct the CEO's annual performance evaluation in January 2022.

10.3 Strategic Planning Committee

10.4 PCIN Board— verbal report from L. Baillie and K.Roth

10.5 SOLS Trustee Council 3

10.6 Council Report -- verbal report from H. McDermid and J. Smith: budget process begins in January

2021-154 Motion – THAT the verbal reports provided by members of the PEPL Board Committees to PEPL Board be received for information purposes.

Moved by M. Steffen  
Seconded by L. Hallahan  
CARRIED.

**11. BOARD EDUCATION**

[CFLA Position Statement on Intellectual Freedom](#)

2021 – 155 Motion – That the Perth East Public Library Board reaffirm their endorsement of the updated CFLA “Position Statement on Intellectual Freedom and Libraries”

Moved by L. Hallahan

Seconded by M. Steffen

CARRIED.

**12. CLOSED SESSION**

There was no Closed Session.

**13. BUSINESS ARISING FROM CLOSED SESSION**

No Business arising from closed session.

**14. NEW BUSINESS**

[14.1 2022 Budget](#)

2021-156 Motion – THAT the 2022 Budget for the library be forwarded, as presented, to Council for consideration.

Moved by L. Baillie

Seconded by P. Minor

CARRIED.

[14.2 Exceptions to Fines-Free](#)

2021-157 Motion – THAT the PEPL Board receive the Exceptions for Fines-Free report, prepared by the CEO, for information,

AND THAT the updated schedule of fees be approved and implemented upon approval of the 2022 Budget.

Moved by J. Smith

Seconded by M. Steffen

CARRIED.

[14.3 Collection Development Policy Review](#)

2021-158 Motion – THAT the Collection Development Policy be reviewed and adopted noting any changes.

Moved by L. Hallahan

Seconded by L. Baillie

CARRIED.

**15. ADJOURNMENT:**

2021-159 Motion – THAT the PEPL Board adjourn at 8:29 p.m.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

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PEPL Board Chair

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PEPL Board Secretary

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Date

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Date