



# Perth East Public Library Regular Meeting of the Board

Meeting Minutes  
December 8, 2020  
Via ZOOM

**Present:** Mackenzie Kipfer, Patrick Minor, Jerry Smith, Laura Hallahan, Hugh McDermid, Allie Fallis, Tammy Gerber

**Regrets:** Lois Baillie

## 1. Call to Order

Chairperson Mackenzie Kipfer called the meeting to order via ZOOM at 7:35pm.

## 2. Additions to and Approval of the Agenda

2020-88 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by P. Minor

Seconded by T. Gerber

CARRIED.

## 3. Declarations of Pecuniary Interest and the general nature thereof

There were no declarations of pecuniary interest.

## 4. Minutes of Previous Meeting

2020-89 Motion– to accept the recommendation that the minutes of the Board Meeting of November 10, 2020 be approved as circulated AND THAT the requested corrections are made.

Forwarded by J. Smith

Seconded by L. Hallahan

CARRIED.

## 5. Business Arising from Minutes of November 10, 2020.

### 5.1 Computer Appointments and Browsing Policy updates (see attached)

2020-90 Motion – THAT the Board approves the updates made to the policy titled “COVID-19 Computer Appointments and Browsing Policy,” AND THAT the policy be brought back for re-evaluation at the January meeting should we change colour zones.

Forwarded by T. Gerber

Seconded by H. McDermid

CARRIED

### 5.2 Program Room Usage

2020-91 Motion – THAT the Board continues to decline the rental of the Program Room based on the current COVID-19 recommendations, AND THAT the Board will continue to evaluate the use of the room on a monthly basis.

Forwarded by H. McDermid

Seconded by L. Hallahan

CARRIED.

## 6. Delegations

None.

## 7. Correspondence

7.1 Emergency Community Support Fund – Mobile WiFi Hotspots grant approval  
2020-92 Motion – to receive correspondence as information.

Forwarded by P. Minor  
Seconded by H. McDermid  
CARRIED

## 8. Finance Report

### 8.1 Year-to-Date Reports

2020-93 Motion – THAT the un-audited November Year-to-Date Reports be received as information.

Forwarded by T. Gerber  
Seconded by J. Smith  
CARRIED.

### 8.2 Accounts Payable

2020-94 Motion– THAT the November informal listing of Accounts Payable be received as information.

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

## 9. CEO's Report

### 5.1 CEO's Report

2020-95 Motion – THAT the CEO's report be received as information.

Forwarded by H. McDermid  
Seconded by J. Smith  
CARRIED.

## 10. Committee Reports

10.1 Finance Committee – discussions had under New Business

10.2 Personnel Committee – discussions had in Closed Session

10.3 Strategic Planning Committee – no report.

10.4 PCIN Board – verbal update from T. Gerber and A. Fallis

10.5 SOLS Trustee Council 3 – verbal report from M. Kipfer

10.6 Council Report -- verbal report from H. McDermid and J. Smith

## 11. Board Education

None.

## 12. Closed Session Report

12.1 Pursuant to Section 16.1 of the Public Libraries Act, 1990 subsection 4 (d) labour relations or employee negotiations

## 13. New Business

### 13.1 2021 Board Meeting Schedule

2020- 99 Motion – THAT the 2021 Board Meeting Schedule be approved.

Forwarded by J. Smith  
Seconded by H. McDermid  
CARRIED.

### 13.2 Library Hydro Rates

2020- 100 Motion – THAT the report titled “Library Hydro Rates” be received for information.

Forwarded by J. Smith  
Seconded by H. McDermid  
CARRIED.

### 13.3 Policy Review – Records Retention Policy

2020- 101 Motion – THAT the Records Retention Policy be reviewed and adopted noting any changes.

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

### 13.4 2021 Draft Budget

2020- 102 Motion – THAT the 2021 Draft Budget be received for information, AND THAT the Draft Budget be reassessed by the Finance Committee at the January meeting.

Forwarded by H. McDermid  
Seconded by J. Smith  
CARRIED

## 14. Adjournment

Next meeting Tuesday, January 12<sup>th</sup> at 6:00pm via ZOOM.

2020-103 Motion to adjourn.

Forwarded by H. McDermid

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Mackenzie Kipfer, Chair

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Date