



Perth East Public Library

Regular Meeting of the Board

Tuesday, December 13, 2022

7:30PM

Perth East Public Library

MEETING MINUTES

Board Members Present: Diann Davidson, Allie Fallis, Laura Hallahan, Jeremy Matheson, Jerry Smith, Mark Steffen
Staff Present: Kendra Roth (CEO)
Regrets: Patrick Minor

1. CALL TO ORDER – 7:30PM

Kendra Roth, CEO, welcomed the new board and called the meeting to order.

2. ELECTION OF CHAIR AND VICE-CHAIR

2.1 Election of Chair

2022 – 119 Motion – THAT Laura Hallahan be appointed as Chair of the Perth East Public Library Board for two years (2022-2024).

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

2.2 Election of Vice-Chair

2022 – 120 Motion – THAT Mark Steffen be appointed as Vice-Chair of the Perth East Public Board for two years (2022-2024).

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

3. ADDITIONS TO and APPROVAL OF THE AGENDA

2022 – 121 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

4. MINUTES OF PREVIOUS MEETING

2022 – 122 Motion - THAT the minutes of the Regular Board Meeting of November 8, 2022 be approved as circulated.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF November 8, 2022.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

No correspondence.

8. FINANCE REPORTS

8.1 Year-to-Date Reports

K. Roth gave a brief overview of the revenue and expense lines for new board members.

2022 – 123 Motion – THAT the un-audited November year-to-date reports be received as information.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

8.2 Accounts Payable

2022 – 124 Motion – THAT the November informal listing of Accounts Payable be received as information.

Moved by A. Fallis

Seconded by M. Steffen

CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2022 – 125 Motion – THAT the CEO's report be received as information.

Moved by J. Smith

Seconded by A. Fallis

CARRIED.

9.2 Board Committee Reports

2022 – 126 Motion – THAT the Perth East Public Library Board receive the report prepared by the CEO dated December 13, 2022 entitled PEPL Board Committees for information.

Moved by J. Matheson

Seconded by D. Davidson

CARRIED.

9.3 Committee Appointments

The following appointments were made:

PCIN Board	Diann Davidson, Laura Hallahan
Finance Committee	Laura Hallahan, Patrick Minor, Jerry Smith
Personnel Committee	Diann Davidson, Jeremy Matheson, Patrick Minor
Strategic Planning Committee	Allie Fallis, Jeremy Matheson, Mark Steffen
SOLS Trustee	Allie Fallis

10. COMMITTEE REPORTS

10.1 Finance Committee

10.2 Personnel Committee

10.3 Strategic Planning Committee

10.4 PCIN Board - verbal report from CEO; PCIN Board had strategic planning exercise on Nov.9, 2022. A report will be circulated to the PCIN Board at the April 2023 meeting.

10.5 SOLS Trustee Council 3

10.6 Council Report - verbal report from J. Smith & J. Matheson: Council had their first meeting, council members were appointed to committees/boards.

2022 – 127 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 M. Steffen
CARRIED.

11. BOARD EDUCATION

11.1 Board Orientation

K. Roth presented the Board Orientation kit for board members. K. Roth reviewed the roles and responsibilities of the board, important legislation, governance policies, as well as a brief overview of Perth East Public Library staff and services.

12. CLOSED SESSION

Pursuant to section 16.1 4(b) of the Public Libraries Act, 1990

- Personal matters about an identifiable individual

2022 – 128 Motion – THAT the Perth East Public Library move into closed session at 8:45PM for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(b) of the Public Libraries Act

Personal matters about an identifiable individual

Labour relations or employee negotiations

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

2022 – 129 Motion – THAT the Perth East Public Library rise from closed session at 9:18PM and reconvene to the Regular Meeting of the Board.

Moved by J. Smith
Seconded by J. Matheson
CARRIED.

13. BUSINESS ARISING FROM CLOSED SESSION

13.1 New and Revised Job Descriptions

2022-130 Motion – THAT the CEO follow direction provided by the Board: THAT the revised Library Assistant Job description and recommended compensation (Grade 6) be approved and included in the 2023 budget,

AND THAT the PEPL Board present to Council the Organizational Review recommendations, including an operational plan that includes, but is not limited to, the incorporation of two new positions of Outreach & Programming Coordinator and Digital Services Coordinator.

Moved by D. Davidson

Seconded by M. Steffen

CARRIED.

14. NEW BUSINESS

14.1 2023 Budget – Version 1

2022 – 131 Motion – THAT the Perth east Public Library Board receive the report prepared by the CEO dated December 13, 2022 entitled 2023 Budget – Version 1 for information.

Moved by M. Steffen

Seconded by D. Davidson

CARRIED.

15. ADJOURNMENT – Next meeting is Tuesday, January 10, 2023 at 6:00PM

2022 – 132 Motion – THAT the Perth East Public Library Board adjourn at 9:30PM

Moved by M. Steffen

Seconded by A. Fallis

CARRIED.

PEPL Board Chair

PEPL Board Secretary

Date

Date