

**PERTH EAST PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD**

February 11, 2020 7:30pm
Perth East Public Library

MEETING AGENDA

1. **CALL TO ORDER** - M. Kipfer
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
4. **MINUTES OF PREVIOUS MEETING**
Recommendation – THAT the minutes of the Board Meeting of January 14, 2020 be approved as circulated.
5. **BUSINESS ARISING FROM MINUTES OF January 14, 2020.**
6. **DELEGATIONS**
7. **CORRESPONDENCE**
 - 7.1 **Federation of Ontario Public Libraries** – annual membership renewal
Recommendation – THAT the correspondence be received as information.
8. **FINANCE REPORT**
 - 8.1 **Year-to-Date Reports**
Recommendation – THAT the un-audited January Year-to-Date Reports be received as information.
 - 8.2 **Accounts Payable**
Recommendation – THAT the January informal listing of Accounts Payable be received as information.
9. **CEO's REPORTS**
 - 9.1 **CEO's Report**
Recommendation – THAT the CEO's report be received as information.
 - 9.2 **2019 Annual Report**
Recommendation – THAT the 2019 Annual Report be approved and distributed to the public.
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** – verbal report from H. McDermid and J. Smith
11. **BOARD EDUCATION**
 - 11.1 **Community Led-Library** - <http://open-shelf.ca/150515-community-led-library/>
12. **CLOSED SESSION REPORT**
13. **NEW BUSINESS**
 - 13.1 **Board By-Laws**
Recommendation – THAT the Perth East Public Library Board By-Laws be accepted as revised.
14. **ADJOURNMENT** – Next meeting March 10, 2020, 7:30pm at Perth East Public Library.



Perth East Public Library

Perth East Public Library Board
Tuesday, January 14, 2020 7:30pm
Perth East Public Library

MEETING MINUTES

Present: Mackenzie Kipfer, Lois Baillie, Tammy Gerber, Hugh McDermid, Patrick Minor, Jerry Smith, Kendra Roth
Regrets: Barney Kuntze

1. **CALL TO ORDER:** The meeting was called to order at the Perth East Public Library by Chairperson Mackenzie Kipfer at 7:30pm.
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
2020 – 01 Motion to accept the recommendation that the Agenda be approved, noting any additions, changes or deletions.
Forwarded by H. McDermid
Seconded by L. Baillie
CARRIED.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
There were no declarations of pecuniary interest.
4. **MINUTES OF PREVIOUS MEETING**
2020 – 02 Motion to accept the recommendation that the minutes of the Board Meeting of December 10, 2019 be approved as circulated.
Forwarded by J. Smith
Seconded by P. Minor
CARRIED.
5. **BUSINESS ARISING FROM MINUTES OF December 10, 2019.**
None.
6. **DELEGATIONS**
None.
7. **CORRESPONDENCE**
7.1 Sarah Versteeg – Lonely No More Program– request to share posters and handouts.
2020 – 03 Motion to receive correspondence for information.
Forwarded by T. Gerber
Seconded by P. Minor
CARRIED.
8. **FINANCE REPORTS**
8.1 Year-to-Date Reports
2020 – 04 Motion that the un-audited December Year-to-Date reports be received as information.
Forwarded by H. McDermid
Seconded by T. Gerber
CARRIED.

January 2020
PEPL Board Meeting

8.2 Accounts Payable

2020 – 05 Motion to receive the Accounts Payable report as information.

Forwarded by P. Minor

Seconded by L. Baillie

CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2020 – 06 Motion to receive the CEO's report as information.

Forwarded by P. Minor

Seconded by H. McDermid

CARRIED.

10. COMMITTEE REPORTS

10.1 Finance Committee – verbal report from J. Smith, P. Minor & M. Kipfer

10.2 Personnel Committee – no report.

10.3 Strategic Planning Committee – no report.

10.4 PCIN Board – no report

10.5 SOLS Trustee Council 3 – no report

10.6 Council Report – verbal report from H. McDermid & J. Smith

11. BOARD EDUCATION

11.1 Year 2: Community & Municipal Relations

12. CLOSED SESSION REPORT

13. NEW BUSINESS

13.1 2020 Draft Budget

2020 – 07 Motion THAT the 2020 Draft Budget be received as information AND THAT Kendra will advise further on questions raised from Finance Committee.

Forwarded by P. Minor

Seconded by H. McDermid

CARRIED

14. NEXT MEETING Tuesday, February 11, 2020 at **7:30pm** at **Perth East Public Library**

15. ADJOURNMENT

2020 - 08 Motion to adjourn.

Forwarded by H. McDermid

Mackenzie Kipfer, Chair

Date

January 2020
PEPL Board Meeting

ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

THIRD NOTICE

January 16, 2020

JAN - - 2020

Kendra Roth
Perth East Public Library
19 Mill St. E.
Milverton, ON
N0K 1M0

Dear FOPL Member:

We noticed that FOPL has not received your membership renewal for 2020. Please keep up your membership investment in this important year for provincial funding. This letter is to ask for your continued support and membership as an investment in the success of public libraries in Ontario. Here's why:

This is a very important year in the progress of Ontario's public libraries and FOPL is there for our public library systems. Indeed, we are working strongly on our approach to the 2020 Ontario provincial budget and aligning funding opportunities for public libraries with the government's policy and funding directions in broadband, First Nations, digital services and education. This year we were successful in amending the changes to the Public Libraries Act regarding board meetings; we made presentations on Bill 108, 132, and others. We will respond in 2020 to the province's anti-poverty policy direction. Of particular note is that the new development/community benefit charge regime will be known in 2020. FOPL has hired Hemson Consulting to prepare an advisory paper and training for our members to effectively influence their local DC/CBC bylaws – a major source of funding for collections, digital investments, and new or renovated buildings.

There are many opportunities for our community to communicate with our provincial funders. We need you there as members! I know you want to be able to say you were a part of the campaign that increased funding support for libraries in Ontario! FOPL has had many meetings with MPPS, cabinet, civil servants, and more.

In 2020 you can expect to see many more strategic initiatives, on your behalf with **assertive communications**, in a non-partisan way, to position the value of public libraries well and educate about our vital role in Ontario's social, cultural and economic fabric. We will also launch a new social media measurement tool and dashboard as well as a public library social media e-learning app in the spring.

So, we need you. We need your support and membership. We need your trust and confidence so that we can make a difference to the success of our sector. This is not just membership fee but as a collaborative investment in research and lobbying for your interests and those of your board and public libraries in Ontario. Attached is your invoice for 2020. **Please renew today.** Thank you for your support of FOPL over the years. I am always available to chat via e-mail or telephone, so please don't hesitate to call.

Sincerely,



Stephen Abram, MLS
Executive Director, Federation of Ontario Public Libraries
sabram@fopl.ca stephen.abram@gmail.com
Cel: 416-669-4855 FOPL: 416-395-0746

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST **2019 GENERAL OPERATIONS** **YEAR-TO-DATE REPORT**

	2020	2020	2020	2020	Comments
January Revenue	Actuals	Version 6 -	Budget Remaining	Budget Used	

* Please Note that the deposit for January has not been delivered to the bank as of February 4, 2020.

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST 2019 GENERAL OPERATIONS YEAR-TO-DATE REPORT

January Expenses	2020	2020	2020	2020
	Actuals	Version 6 -	Budget Remaining	Budget Used
RECREATION & CULTURAL SERVICES				
Library Board				
EXPENSES				
9-750-202-2020 Library - General Salaries	14,206.99		-14,207	#DIV/0!
9-750-202-2025 Library - General Payroll Benefits	1,794.49		-1,794	#DIV/0!
9-750-202-2060 Library - Travel and Meals	29.12		-29	#DIV/0!
9-750-210-3030 Library - Office Supplies, Copier Lea:	103.78		-104	#DIV/0!
9-750-210-3050 Library - Computer Software & Servic	126.97		-127	#DIV/0!
9-750-210-3080 Library - Memberships and Educatio	100.00		-100	#DIV/0!
9-750-210-3155 Library - Books and References	397.01		-397	#DIV/0!
9-750-210-4050 Library - Videos and Audios	136.04		-136	#DIV/0!
9-750-500-3150 Library - Security Monitoring	394.32		-394	#DIV/0!
Total EXPENSES	17,288.72		-17,289	#DIV/0!
NET	17,288.72		-17,289	#DIV/0!

8.2 INFORMAL LISTING OF ACCOUNTS PAYABLE REPORT

January 2020

Date	Company/Description	Amount
Jan 3	Mornington Communications	464.70
Jan 8	Enbridge	821.98
	Troy (annual monitoring fee)	437.88
Jan 13	Access Copyright	90.40
	FOPL	100.00
	LSC	562.89
Jan 21	Hydro One	399.88
	LSC	422.21
Jan 28	LSC	496.99
Jan 29	LSC	125.55
	Canada Post	103.96
	Total	<u>4,026.44</u>



Perth East Public Library

9.1

CEO's REPORT

REPORT TO:

Perth East Public Library Board

PREPARED BY:

Kendra Roth

MEETING DATE:

February 11, 2020

ATTACHMENTS:

Programming:

- Baby Time – 27 participants
- Play & Learn – 95 participants
- Toddler Time -13 participants
- Caught Read Handed – 7 participants
- Tuesday Night Book Club – 10 participants
- Lego my Library – 5 participants
- Afterschool Adventures – 14 participants
- Letters to Santa – 70 participants
- Passive Program – 26 participants
- Class visits – 0 (due to strikes)
- Home Deliveries -15
- Class Instruction at Mornington Central – 90 participants

CEO's Office

- PCIN
 - o Courier Van – goal is to be in operation by early March
 - o Courier Driver interviews are taking place the week of February 10, 2020.
 - o Tracking how many ILLOS are requested and sent to Huron – if enough materials are shared between Perth and Huron libraries the Committee will investigate options for setting up dates where items are dropped off at West Perth in order to save libraries the money on shipping.
- Conducted interviews and hired new Library Assistant – PEPL welcomes Monica Phelan to the team.
- Attended three sessions for Perth East Township's strategic plan – will be making recommendations to the Board in how the library's strategic plan can **reflect**/compliment the Township's new strategic plan.
- Participated in webinar workshop for Strategic Plan writing

Coming Next:

- Creating presentation of the data collected from the Strategic planning surveys.
- Application for Canada Summer Jobs has opened
- CEO Performance Evaluation
- CEO Recruitment
- Collection HQ training scheduled for the week of February 10, 2020

9.1 CEO'S REPORT CONTINUED

Month	# of Patrons	Last Year	% Change	Circulation	Last Year	% Change	Computer/ iPad Use	Last Year	% Change
Jan-19	3849	3603	6%	4352	4581	-5%	428*	363*	17%
Feb-19	3849	3618	6%	4174	4225	-1%	299*	305*	-2%
Mar-19	3862	3645	6%	4108	4610	-11%	359*	362*	-0.8%
Apr-19	3866	3654	5%	4471	4490	-0.4%	352*	341*	3%
May-19	3876	3664	5%	3460	4358	-20%	337*	423*	-20%
Jun-19	3889	3684	5%	2956	3804	-22%	428*	527*	-18%
Jul-19	3894	3700	5%	4122	4375	-5%	525*	573*	-8%
Aug-19	3902	3711	5%	3620	4581	-21%	438*	503*	-13%
Sep-19	3918	3764	4%	3341	3974	-15%	360*	387*	-7%
Oct-19	3953	3783	4%	3991	4200	-5%	321*	345*	-7%
Nov-19	3971	3818	4%	3538	4133	-14%	292*	327*	-10%
Dec-19	3989	3832	4%	2940	3694	-20%	238*	227*	4%
Jan -20	3998	3849	3%	3591	4352	-17%	293*	428*	-31%
YTD	n/a	n/a	n/a	48664	55377	-12%	4670	5111	-8%

Month	#of Active Patrons	Website Visits	Website Visits Last Year	% Change	Download Library Checkouts	Download Library Checkouts Last Year	% Change	Wi-Fi Use	Wi-Fi Use Last Year	% Change
Jan-19	1263	2390	2006	19%	535	428	25%	820	252	225%
Feb-19	1265	2049	1661	23%	496	534	-7%	857	344	148%
Mar-19	1266	1891	2226	-15%	574	597	-4%	825	416	98%
Apr-19	1265	1957	2131	-8%	568	616	-7%	818	414	97%
May-19	1261	1947	1984	-1%	485	463	4%	N/A	N/A	N/A
Jun-19	1260	1766	2468	-28%	448	378	18%	815	560	45%
Jul-19	1256	2156	2528	-14%	460	410	12%		752	
Aug-19	1269	1943	2215	-12%	503	373	34%		924	
Sep-19	1260	1832	2087	-12%	381	472	-19%		858	
Oct-19	1280	1936	2205	-12%	418	439	-4%		684	
Nov-19	1272	1924	2275	-15%	368	410	-10%		661	
Dec-19	1272	1955	2286	-14%	394	421	-6%		290	
Jan-20	1264	2170	2390	-9%	608	535	13%		820	
YTD	n/a	25916	28462	-8%	6238	6076	2%	N/A	N/A	N/A

PERTH EAST PUBLIC LIBRARY

2019 Annual Report

To the community



Perth East Public Library

"Everyone is so
knowledgeable and
wonderful! We love it
here!"

- Mueller Family

Stay up to date with the library



@PEPLlibrary



@pepllibrary



@Perth East Public Library

<https://www.pertheast.library.on.ca/>



2019 Library Staff

Kendra Roth – CEO

Cindy Dunbar – Library Assistant

Patti Henhoeffter – Library Assistant

*Stephanie Klomp – Library Assistant

Mary Kocher – Library Assistant

*Samantha Neeb – Library Assistant

Shelley Newman – Library Assistant

Kaitlyn Noeske – Library Assistant

Sarah Donnelly – Student Page

Quinlyn Ellis – Student Page

Joy Henhoeffter – Summer Camp Coordinator/Student Page

Ally Waddell - Summer Camp Leader

Madelyn Zinger – Summer Camp Leader

* (Resigned in 2019)

CHAIR, MACKENZIE KIPFER

2019 ...

CEO, KENDRA ROTH

2019 was a busy year as PEPL rolled out new and returning programs, and PCIN worked to find an efficient solution to recent budget cuts that temporarily suspended ILLO services. The library Board and staff are eager to resume full services in 2020 and continue to support the community as we roll out the library's new strategic plan.

2019 by the numbers

19,708

people walked through our doors
that's 9 people per hour open



26,032 online visits

45,073 items borrowed



5,630 digital items borrowed



295 programs held

5,551 number of attendees

1272 Active Library Cards



3989 Patrons Registered

2019 Highlights

- The library hosted an all-day summer camp for the months of July and August
- Library was able to offer a Family Swim pass that patrons could check out with their library card
- Friends of the Library hosted a Books On Tap fundraiser where beers from Square Brew were paired with books and food by local caterer Karen Steckly
- Library circulated surveys and hosted engagement sessions throughout Perth East for input on the library's new strategic plan.
- PCIN purchased their own courier van to continue shared services between Perth County libraries.
- The library welcomed new and returning Board Members: Mackenzie Kipfer (Chair), Lois Baillie (Vice-Chair), Tammy Gerber, Barney Kuntze*, Hugh McDermid*, Patrick Minor* and Jerry Smith



"I love the books
and how easy it is
to do
homework/study
here" - Kali

Your Library Card Unlocks:

- 6 public computers, 3 iPads
- Free Wi Fi
- Access to collections from North Perth, St. Mary's, West Perth, and City of Stratford public libraries



OPEN SHELF



The Community-Led Public Library

🕒 May 15, 2015 📁 Open for All? 💬 0 Comments

What does a Community-Led Public Library look like? At the core of the Community-Led Library is relationship building, both internally (within an organisation) and externally (with local communities). A good relationship needs to be created between the staff who work for the public library before they can develop a good relationship between the public library and the community.

The community-led philosophy and values should be evident in all aspects of the Community-Led Public Library, including community consultation; needs assessment and research; standards; and monitoring of services.

Consultation

Consultation can take many forms, but is often limited to the passive act of giving information or the reactions of local communities to proposals that have already been developed by library experts. The community-led approach enables local residents and organisations to work in shared planning and action with the library. The highest level of engagement is a leadership model where the community initiates and leads issues with support from library service.

Needs Assessment and Research

Consultation and engagement are the building blocks of relationship building, needs assessment and research. Community profiles and community asset mapping can establish baselines of what resources are currently available and what is required to meet community needs. These needs may range from very basic physiological requirements (food, clothing, shelter) to self-actualization (realizing a person's full potential). The community is an expert in its own needs and a library should prioritize those with the greatest needs. Library needs assessments can be co-produced by the library and community working together in partnership.

Library Image and Identity

Library image and identity are significant factors in library use and non-use. There are a number of barriers to be overcome, including those that are institutional (opening hours, rules and regulations); personal and social barriers (lack of basic skills, low income and poverty); environmental barriers (access, isolation, poor transport links); perceptual barriers; and lack of awareness (people who do not think libraries are relevant to their lives or needs). Attempts have been made to change the image of libraries through re-branding exercises such as Idea Stores (co-located public libraries and adult learning centres) and Discovery Centres (co-located public libraries, museums and art galleries) in the U.K.

Outreach, Community Development and Partnerships

The word 'library' is often synonymous with a building full of books, but community-led libraries are focused more on people and relationships. Outreach is predicated on assumed needs, with programs and services designed, planned, delivered and evaluated by library experts. Community development is premised on shared resources, values and outcomes. Libraries can be transformed into living rooms of the community and democratic public spaces, which are co-owned by communities.

Information and Communications Technology

Information and Communications Technology (ICT) is a means to an end – to meet community needs – and not an end in itself or a magic bullet which can make libraries socially inclusive. ICT has an important role to play as a tool that can be targeted to socially excluded communities to provide access to digital skills and services including e-government. There is a strong link between internet use and household income. For example, within the 16-24 age group, 88.3% of those in the top income quartile have access to wireless internet, compared to just 26.4% in the bottom quartile.

The balance is reversed when it comes to use of the internet in public libraries: 16.3% of those in the wealthiest group compared to 26.8% in the poorest group. In this example it is clear how ICT can be targeted toward those with the greatest needs.

Materials Provision

Materials selection has always been a political decision and has often been used as an agent of social control rather than social change. 'Reads' versus 'Needs' is an ongoing debate between those who see libraries as gatekeepers of knowledge and worthy literature, and those who view them as gateways to popular culture. Community-led libraries place more emphasis on equity than excellence and recognize that libraries exist to meet community needs rather than uphold professional standards.

Staffing, Recruitment, Training and Education

Community-led libraries put people first, which means great care must be taken in selecting the right 'man' for the job. Empathy and social skills are more important than technical library qualifications. Staff training and development should focus on developing a portfolio of community development skills: communication skills; listening skills; influencing relationships; reflective practice; improved confidence and assertiveness; negotiation skills; dealing with conflict. The community-led library worker skill-set should include a blend of personal attributes and behaviours (values and ethics); generic skills (including community engagement); core library and information skills (reading, learning and information literacy); and specific leadership and management skills (finance, human resources and performance management).

Mainstreaming and Resourcing

Community-led must be mainstreamed as a strategic priority so that it drives all aspects of library service, including structures (staff and services), systems (policies, procedures and processes) and culture ('the way we do things around here'). This will in turn inform the allocation and redirection of resources. Community-led services must be internally funded, long-term and sustainable. They should not be project-based or reliant on grants and external resources.

Standards and Monitoring of Services

The community-led public library is able to identify, prioritize and meet community needs. But how do we know when we have met a community need? The answer lies in actively involving all sections of the community –

library users, lapsed users and non users – in the design, planning, delivery and evaluation of library services. In this way monitoring and assessment becomes an ongoing process rather than a one off exercise. It enables services to be constantly evaluated and fine-tuned to ensure they are meeting community needs.

John Pateman is the CEO / Chief Librarian of the Thunder Bay Public Library. The Open for All? column explores the nature of libraries and their commitment to openness.

Public Libraries

0 Comments

Open Shelf

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Start the discussion...

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OR SIGN UP WITH DISQUS 

Name

Be the first to comment.

RELATED POSTS



Race matters

When I was thinking of a suitable title for this month's column a



Decolonization

Decolonization is a powerful and contentious word. What



Evaluating Public Library Impact and Outcomes

Searching for meaningful and

PERTH EAST PUBLIC LIBRARY

POLICY TYPE: GOVERNANCE

POLICY NUMBER:

POLICY TITLE: BOARD BY-LAWS

APPROVAL DATE: MAY 8, 2001

DATE OF LAST REVIEW: FEBRUARY 2019

DATE OF NEXT REVIEW: FEBRUARY 2020

BY-LAW 1 Statement of Authority

- 1.1 The Perth East Public Library is established in accordance with the Public Libraries Act, R.S.O., 1990 and is under the management and control of the Perth East Public Library Board which is a corporation operating under the authority of the act.
- 1.2 The Perth East Public Library recognizes that the Act sets out procedures for the appointment of members of the Board, the qualifications of members, term of membership, disqualification of members, and vacancies on the Board.

BY-LAW 2 Purpose of the Board

- 2.1 The Perth East Public Library Board shall seek to provide a comprehensive and efficient Public Library service that reflects the community's unique needs.
- 2.2 The Perth East Public Library Board:
 - 2.2.1 bears legal responsibility for the Perth East Public Library
 - 2.2.2 determines and adopts written policies to govern the operation of the Board and library
 - 2.2.3 understands the library-related needs of the community
 - 2.2.4 determines the goals and objectives of the library and secures adequate funds to fulfil these goals
 - 2.2.5 fixes the dates and time for regular meeting of the Board and the mode of calling and conducting them, and ensure that full and correct minutes are taken
 - 2.2.6 makes provisions for insuring the Board's real and personal property
 - 2.2.7 takes proper security for the Treasurer

- 2.2.8 appoints a competent and qualified Chief Executive Officer; reviews the CEO's job description, and if necessary, dismisses the CEO
- 2.2.9 works with the CEO to prepare a budget adequate to carry out the library's goals and objectives and presents this budget to municipal council
- 2.2.10 ensures that the library is operated in accordance with the Public Libraries Act, R.S.O., 1990
- 2.2.11 approves and submits all required or requested by the Municipal Council or Government of Ontario

BY-LAW 3 Orientation of Members of the Board

- 3.1 The Chief Executive Officer shall ensure that all new Board members receive an introduction to the library, its facilities, staff and services.
- 3.2 Each Board member shall receive the current Library Board Members Training Kit produced by the CEO. Local information shall be inserted into this kit, including:
 - 3.2.1 the library's by-laws and policy statements
 - 3.2.2 guidelines for the position of the library trustee
 - 3.2.3 the library's current budget
 - 3.2.4 the library's latest audited financial statement
 - 3.2.5 the names, addresses and telephone numbers of other members
 - 3.2.6 a package of materials from the previous meeting (minutes, reports)
 - 3.2.7 the Public Libraries Act.

BY-LAW 4 Meetings of the Board

- 4.1 The Chief executive Officer shall call the inaugural meeting of the Perth East Public Library Board in each new term upon receipt of the confirmation of appointment from the Municipal Clerk and a bylaw from the Municipal Council. The CEO, as Secretary, shall preside and conduct the elections for the position of Chairperson and Vice-Chairperson in accordance with Robert's Rules of Order and the Municipal Act of Ontario. The Chairperson shall assume the Chair for the appointment of committee members.

- 4.2 The annual report of the Perth East Public Library Board shall be presented by February of each year.
- 4.3 Regular meetings of the Perth East Public Library Board shall be held at 7:30pm on the second Tuesday of the month, unless such day shall be a legal, public, or civic holiday, in which case the Board shall meet at the same hour on a date agreed upon at the preceding meeting of the Board.
- 4.4 The Chairperson or any two members of the Board may summon a special meeting of the Board by giving each member reasonable (minimum 48 hours) notice in writing (including email) or by telephone, specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.
- 4.5 Despite any other Act, Board meetings shall be open to the public, except where the Board is of the opinion that intimate financial or personnel matters may be disclosed at a meeting.
- 4.6 When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into in-camera session must be moved, seconded, and approved by a majority vote. Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session. A motion to confirm any recommendations during the in-camera session may be made.

BY-LAW 5 Attendance at Meetings

- 5.1 Regular attendance of all board members at Board meetings is vital to the satisfactory conduct of board business. In the event that a member must be absent from any meeting, that member shall notify the secretary.
- 5.2 In order to allow meetings to be as open to the public as possible, a member may participate in a meeting via telephone only in the case of extraordinary circumstances and only if a quorum of board members is physically present at the meeting. Whether the absence of a member constitutes extraordinary circumstances will be determined by the good judgement of the board chair. When participating via telephone, a board member may participate in the discussion and cast a vote.
- 5.3 Should a member be absent for three (3) consecutive meetings without notifying the Secretary, the board shall consider the circumstances of the absence and either
 - 5.3.1 notify the Municipal Council that the seat is vacant, or

- 5.3.2 pass a resolution authorizing the person to continue as a Board member until the next meeting

BY-LAW 6 Chairperson of the Board

- 6.1 The Chairperson of the Perth East Public Library Board acts as an official representative of the library and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, and with the rules of procedure adopted by the Board.
- 6.2 In addition, the Chairperson is responsible for:
 - 6.2.1 Presiding at regular and special meetings of the Board in accordance with the Public Libraries Act, R.S.O., 1990 and other relevant legislation, and with the rules of procedure adopted by the Board.
 - 6.2.2 Serving as an ex-officio member of all Board committees.
 - 6.2.3 Acting as authorized signing officer of all documents pertaining to Board business.
 - 6.2.4 Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting, or completing the business of the Board
 - 6.2.5 Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board.
 - 6.2.6 Ensuring that vacancies on Board committees are filled as expeditiously as possible.
 - 6.2.7 Advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.
- 6.3 The Chairperson shall not commit the Board to any course of action in the absence of the specific authority of the Board.
- 6.4 The Chairperson will be a voting member of the Board.
- 6.5 The term of office of the Chairperson of the Perth East Public Library shall be two years. The election shall take place at the inaugural meeting of the Board.

BY-LAW 7 Vice-Chairperson of the Board

- 7.1 In the absence of the Chairperson, the Vice-Chairperson of the Perth East Public Library Board acts as an official representative of the library and in a leadership role of the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure
- 7.2 In addition, the Vice-Chairperson is responsible for:
 - 7.2.1. Exercising all powers and performing all duties of the Chairperson, in the absence of the Chairperson
 - 7.2.2. Exercising such powers and duties as may, from time to time, be assigned by the Board
- 7.3 The term of office of the Vice-Chairperson of the Perth East Public Library shall be two years. The election shall take place at the inaugural meeting of the Board.

BY-LAW 8 Chief Executive Officer of the Board

- 8.1 The Board shall employ a Chief Executive Officer who is not a voting member of the Board.
- 8.2 The Chief Executive Officer shall also serve as Secretary of the Board.
- 8.3 The Board shall establish a job description, hours of work, salary and benefits for the position. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the Chief Executive Office
- 8.4 The Board shall conduct an annual evaluation of the performance of the Chief Executive Officer to aid in setting objectives for the next year.

BY-LAW 9 Treasurer of the Board

- 9.1 The Board shall appoint the Treasurer of the Township of Perth East as the Treasurer of the Library Board

BY-LAW 10 Order of Proceedings

- 10.1 Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present

- 10.2 As the Perth East Public Library Board is composed of seven members, four or more members shall constitute a majority of the members of the Board. No business of the board shall be transacted except at meeting at which a majority of the board is present.
- 10.3 Where a quorum is not present, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- 10.4 If notified by a majority of board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.
- 10.5 In the absence of the Chairperson, the Vice-Chairperson shall preside.
- 10.6 The order of business for all regular meetings shall be as follows:
 - 10.6.1 Call to Order
 - 10.6.2 Additions to the Agenda
 - 10.6.3 Approval to the Agenda
 - 10.6.4 Declaration of pecuniary interest
 - 10.6.5 Approval of the Minutes of the Previous Meeting
 - 10.6.6 Business arising from the minutes
 - 10.6.7 Correspondence
 - 10.6.8 Financial Reports
 - 10.6.9 Chief Executive Officer's Report
 - 10.6.10 Committee Reports
 - 10.6.11 Closed Session
 - 10.6.12 New Business
 - 10.6.13 Next Meeting
 - 10.6.14 Adjournment

BY-LAW 11 Conduct of Proceedings

- 11.1 Meetings of the Perth East Public Library board shall be conducted according to the basic principles of Robert's Rule of Order.
- 11.2 It shall be the duty of the Chairperson of the Perth East Public Library Board to:
 - 11.2.1 Open meetings of the Board by calling the members to order
 - 11.2.2 Announce the business before the Board in the order of which it is to be acted upon.

- 11.2.3 Receive and submit, in the proper manner, all motions presented by the members of the Board
- 11.2.4 Put to vote all motions which are moved and seconded in the course of the proceedings, and to announce the results.
- 11.2.5 Decline to put to vote motions which infringe the rules of procedure
- 11.2.6 Restrain the members, when engaged in debate, within the rules of order
- 11.2.7 Exclude any person from meeting for improper conduct
- 11.2.8 Enforce the observance of order and decorum among the members
- 11.2.9 Authenticate, by signing, all by-laws, resolutions and minutes of the Board
- 11.2.10 Inform the Board, when necessary or when referred to for the purpose, in a point of order or usage
- 11.2.11 Represent and support the Board, declaring its will, and implementing its decisions in all things.
- 11.2.12 Receive all messages and communications and announce them to the Board
- 11.2.13 Assure members are appointed to committees
- 11.2.14 Ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board

BY-LAW 12 Motions

- 12.1 A motion must be seconded before it can be debated, put to vote or recorded in the minutes.
- 12.2 After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board
- 12.3 A motion properly before the Board must receive disposition before any motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege.
- 12.4 Only one motion to amend the main motion shall be allowed
- 12.5 A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the Board.

12.6 A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and until the motion for reconsideration has received disposition no further discussion of the question shall be allowed.

12.7 A motion containing distant proposals may be divided with agreement of the Board

BY-LAW 13 Voting on Motions

13.1 The Chairperson may vote with the other Trustees of the Board upon all questions.

13.2 Any question on which there is an equality of votes, for and against, shall be deemed a negative vote.

13.3 Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussions of matters before the committee.

13.4 A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board.

13.5 Voting shall normally be by a show of hands.

13.6 Upon request of a member who was present when the question was stated, a recorded vote shall be taken.

13.7 As the CEO is not a member of the Board, the CEO does not cast a vote

BY-LAW 14 Signing Officers of the Board / Bank Accounts / Audit

14.1 All cheques or other orders for the payment of money in the name of Perth East Public Library Board shall be signed by any two signing officers.

14.2 Bank accounts required for the business of the Board shall be opened in the Board's name by the Treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution

14.3 The accounts of the Board shall be audited by auditors appointed by the Municipality at the conclusion of each financial year, upon the death, resignation, dismissal or other termination of the Treasurer of the Board, and at such other time as the Board shall direct.

- 14.4 The Secretary of the Board shall receive annual copies of the Library's audited financial statement from the Municipality, distribute a copy to each Board member and CEO, and file two copies with the Library's official records.

BY-LAW 15 Amending By-Laws

- 15.1 The constitution and by-laws shall be reviewed annually by the Board.
- 15.2 The constitution and the by-laws may be amended by approval of a motion of two-thirds of the Board and providing that at least two (2) weeks written notice is given to all members

Library Board By-laws Passed May 8, 2001

Revised: May 11, 2004
 February 12, 2008
 February 9, 2010
 July 12, 2012
 February 10, 2015
 February 12, 2019

Chairperson: _____
 M. Kipfer

Date: _____