



Perth East Public Library Regular Meeting of the Board

Meeting Agenda

February 9, 2021 7:30pm

Via ZOOM

1. Call to Order

H.McDermid

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 11, 2021 be approved as circulated.

5. Business Arising from Minutes of January 11, 2021.

6.1 Program Room Usage

Recommendation – 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.

6.2 Board Vacancy/Board Chair – verbal report from Library CEO + discussion

Recommendation – THAT the Board receives the CEO's verbal report on the Board Vacancy/Board Chair for information, AND THAT the Board approves to rotate the Chair position between experienced members each monthly meeting, or until one member agrees to fill the position for the rest of the term.

7. Delegations

8. Correspondence

8.1 SOLS – Ontario Library Service Board

Recommendation – THAT the correspondence be received for information.

8.2 Mornington Communications Donation – verbal report

Recommendation – THAT the correspondence be received for information.

9. Finance Report

9.1 Year-to-Date Reports

Recommendation – THAT the un-audited January Year-to-Date Reports be received as information.

9.2 Accounts Payable

Recommendation – THAT the January informal listing of Accounts Payable be received as information.

10. CEO's Report

10.1 CEO's Report

Recommendation – THAT the CEO's report be received as information.

10.2 2020 Annual Report

Recommendation – THAT the 2020 Annual Report be approved and distributed to the public.

11. Committee Reports

11.1 Finance Committee

11.2 Personnel Committee

11.3 Strategic Planning Committee

11.4 PCIN Board

11.5 SOLS Trustee Council 3

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

12. Board Education

12.1 SOLS Blog Series – Municipal Relationship Building

<https://www.sols.org/blog/2021/02/03/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-1-of-5/>

13. Closed Session Report

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

14. New Business

14.1 2021 Draft Budget

Recommendation – THAT the 2021 Draft Budget be received as information and accepted to present to Perth East Council.

14.2 Board Appointments

14.2.1 PCIN Board (2 appointments)

14.2.2 Finance Committee (3 appointments)

14.2.3 Personnel Committee (3 appointments)

14.2.4 Strategic Planning Committee (3 appointments)

14.2.5 SOLS Trustee (1 appointment)

14.3 Board By-Laws

Recommendation – THAT the Perth East Public Library Board By-Laws be accepted as revised.

14.4 PCIN Van Accident/Repair Costs

Recommendation – THAT the Perth East Public Library Board receive the PCIN van accident incident report for information, AND THAT the Library CEO will keep the Board updated on how PCIN decides to proceed with paying for the damages.

14.5 Mobile WiFi Hotspots Lending Policy

Recommendation – THAT the Mobile WiFi Hotspots Lending Policy be reviewed and adopted noting any changes.

14. Adjournment

Next meeting Tuesday, March 9 at 7:30pm via ZOOM.

9.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST
2021 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

January 2021	2021 Actuals	2021 Version 3	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant		-4,070.00	-4,070		
9-750-120-1010 Library - Ontario Grant Revenue		-3,725.00	-3,725		
9-750-120-1015 Library - Young Canada Works Summ		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614		
9-750-120-1035 Library - Donation Revenue		-1,500.00	-1,500		
9-750-120-1040 Library - Rental Income		-1,026.00	-1,026		
9-750-120-1046 Library - Township of Perth East Gra		-283,260.08	-283,260		
9-750-120-1050 Library - Interest Earned Revenue		-4,255.00	-4,255		
9-750-120-1195 Library - Fines, Copies, Misc Revenu		-2,617.00	-2,617		
9-750-120-4095 Library - Used Book Sales		-500.00	-500		
9-750-120-7005 Library - Friends of the Library Dona		-1,200.00	-1,200		
9-750-120-7015 Library - Reading Programs		-500.00	-500		
Total REVENUE		-331,946.08	-331,946		
NET		-331,946.08	-331,946		

9.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST
2021 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

January 2021	2021 Actuals	2021 Version 3	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		2,229.00	2,229		
9-750-202-2020 Library - General Salaries	7,234.12	173,320.00	166,086	4.17%	
9-750-202-2025 Library - General Payroll Benefits	887.98	22,167.00	21,279	4.01%	
9-750-202-2030 Library - Staff Appreciation		100.00	100		
9-750-202-2060 Library - Travel and Meals		800.00	800		
9-750-210-3015 Library - Shipping and Postage		480.00	480		
9-750-210-3020 Library - Telephone		1,950.50	1,951		
9-750-210-3030 Library - Office Supplies, Copier Lea		2,700.00	2,700		
9-750-210-3050 Library - Computer Software & Servic		1,500.60	1,501		
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance		10,974.80	10,975		
9-750-210-3075 Library - Periodicals		540.00	540		
9-750-210-3080 Library - Memberships and Educatio		1,062.00	1,062		
9-750-210-3145 Library - PCIN Contract		33,685.00	33,685		
9-750-210-3150 Library - Book Processing		7,338.00	7,338		
9-750-210-3155 Library - Books and References		20,198.00	20,198		
9-750-210-3500 Library - Automation & Connectivity		5,815.00	5,815		
9-750-210-4050 Library - Videos and Audios		7,705.00	7,705		
9-750-310-1570 Library - Advertising and Promotion		350.00	350		
9-750-310-3150 Library - Fundraising		870.00	870		
9-750-310-3155 Library - Library Programs		1,033.00	1,033		
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring		1,796.00	1,796		
9-750-500-4005 Library - Water and Sewage		1,013.00	1,013		
9-750-500-4010 Library - Hydro		6,202.00	6,202		
9-750-500-4015 Library - Propane/Natural Gas		4,651.00	4,651		
9-750-500-4025 Library - Building Maintenance		6,095.00	6,095		
9-750-500-4095 Library - Mat Rental		800.00	800		
9-750-886-3050 Library Computer Purchase		3,992.00	3,992		
9-750-887-3500 Library - Furniture and Fixtures		759.00	759		
Total EXPENSES	8,122.10	323,458.90	315,337	2.51%	
NET	8,122.10	323,458.90	315,337	2.51%	

9.2 Informal Listings of Accounts Payable

Accounts Payable

January 2021

Date	Company/Description	Amount
Jan.3/21	Zoom (VISA)	22.60
Jan. 4/21	FOPL Membership	100.00
	Access Copyright License	90.40
	LSC	313.77
	Swan	51.87
Jan.7/21	Canada Post (VISA)	17.68
Jan.11/21	Troy (Security Monitoring)	437.88
	Dynamic Imaging Solutions (barcodes)	525.45
Jan.12/21	Mornington Communications	499.73
	LSC (FPP 1 st Installment)	3,254.40
	AMPLO Membership	100.00
Jan.14/21	LSC	1641.97
Jan.15/21	LSC	731.22
Jan.20/21	Union Gas	798.31
Jan.25/21	Amazon (VISA)	76.70
Jan.27/21	Hydro	322.45
	Home Depot (book drop door closure, VISA)	106.19
	Stonetown	32.76
	BC Library Association (CEO job posting, VISA)	55.00
	<u>TOTAL:</u>	<u>9,178.38</u>