



# Perth East Public Library

## Regular Meeting of the Board

Monday, July 12, 2021 7:30pm  
Electronic Meeting

### MEETING MINUTES

**Board Members Present:** Hugh McDermid, Jerry Smith, Lois Baillie, Laura Hallahan (joined at 7:49 p.m.), Patrick Minor, Mark Steffen  
**Staff Present:** Kendra Roth (CEO)  
**Regrets:** Alexis Richards

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**1. CALL TO ORDER**

Chairperson Hugh McDermid called the meeting to order at 7:34 p.m.

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

2021 – 95 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by P. Minor

Seconded by J. Smith

CARRIED.

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

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING & SPECIAL MEETING**

2021 – 96 Motion - THAT the minutes of the Regular Board Meeting of June 8, 2021 and the Special Meeting of June 23, 2021 be approved as circulated.

Moved by L. Baillie

Seconded by J. Smith

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF JUNE 8, 2021**

[5.1 Program Room Usage](#)

2021 – 97 Motion – THAT the PEPL Board approve the rental of the program room, in accordance with the recent provincial announcement, upon staff implementing procedures to safely proceed.

Moved by P. Minor

Seconded by M. Steffen

CARRIED.

**6. DELEGATIONS**

There were no delegations.

## 7. CORRESPONDENCE

### 7.1 OLS July Newsletter

2021 – 98 Motion – THAT the correspondence be received as information, AND THAT the CEO sends a notification reminding Board Members about the November Networking opportunity.

Moved by J. Smith  
Seconded by L. Baillie  
CARRIED.

## 8. FINANCE REPORTS

### 8.1 Year-to-Date Reports

2021 – 99 Motion – THAT the un-audited June year-to-date reports be received as information.

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

### 8.2 Accounts Payable

2021 – 100 Motion – THAT the June informal listing of Accounts Payable be received as information.

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

## 9. CEO'S REPORT

### 9.1 CEO's Report

2021-101 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen  
Seconded by P. Minor  
CARRIED.

## 10. COMMITTEE REPORTS

### 10.1 Finance Committee

### 10.2 Personnel Committee

### 10.3 Strategic Planning Committee

10.4 PCIN Board— verbal report from L. Baillie and K. Roth: PCIN van being repaired, next steps for van insurance and PCIN

### 10.5 SOLS Trustee Council 3

10.6 Council Report -- verbal report from H. McDermid and J. Smith: upcoming budget visioning meeting.

2021-102 Motion – THAT the verbal reports provided by members of the PEPL Board Committees to PEPL Board be received for information purposes.

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

## 11. BOARD EDUCATION

There was no board education included.

## 12. CLOSED SESSION

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

- *Personal matters about an identifiable individual*

2021 – 103 Motion – THAT the Perth East Public Library move into closed session at 7:53 p.m. for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(b) of the Public Libraries Act

*Personal matters about an identifiable individual*

Moved by J. Smith

Seconded by L. Hallahan

CARRIED.

2021 – 104 Motion – THAT the Perth East Public Library rise from closed session at 8:19 p.m. and reconvene to the Regular Meeting of the Board.

Moved by J. Smith

Seconded by M. Steffen

CARRIED.

## 13. BUSINESS ARISING FROM CLOSED SESSION

### 13.1 Organizational Review

2021-105 Motion – THAT the PEPL Board rescind motion 2021-66:

“THAT the PEPLB request that the Township of Perth East proceeds with an organizational review for the PEPL with the consulting firm SelectPath,  
AND THAT conversion of the Library CEO position doesn't hinge solely on the outcome of the organizational review”

Moved by L. Hallahan

Seconded by M. Steffen

CARRIED.

2021 -106 Motion – THAT the library CEO prepares an RFP for an Organizational Review for the Perth East Public Library with the following parameters:

- An analysis of the employee structure/job descriptions
- An analysis of the operating processes
- An analysis of the services being provided

AND THAT the Board will include the outcomes/recommendations of the Organizational Review in their consideration of the conversion of the CEO position to full time.

Moved by M. Steffen

Seconded by J. Smith

CARRIED.

### 13.3 HR Consulting

2021-107 Motion – THAT the PEPL Board approve a budget amendment to allow for the one-time expense of an exit interview to be funded from the Library Corporate Reserves.

Moved by P. Minor

Seconded by J. Smith

CARRIED.

**14. NEW BUSINESS**

**14.1 PEPL Board Summer Schedule**

2021-108 Motion – THAT the PEPL Board adopt a Summer Meeting Schedule by eliminating the August 2021 PEPL Board Meeting.

Moved by J. Smith  
Seconded by L. Baillie  
CARRIED.

**15. ADJOURNMENT:**

2021-109 Motion – THAT the PEPL Board adjourn at 8:30 p.m.

Moved by L. Hallahan  
Seconded by J. Smith  
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

DRAFT