



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

July 14, 2020 7:30pm
Via ZOOM

MEETING MINUTES

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

1. **CALL TO ORDER:** Chairperson Mackenzie Kipfer called the meeting to order via ZOOM at 7:40pm.
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
2020-43 Motion to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.
Forwarded by T. Gerber
Seconded by L. Hallahan
CARRIED.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
There were no declarations of pecuniary interest.
4. **MINUTES OF PREVIOUS MEETING**
2020-44 Motion to accept the recommendation that the minutes of the Board Meeting of June 9, 2020 be approved as circulated.
Forwarded by H. McDermid
Seconded by J. Smith
CARRIED.
5. **BUSINESS ARISING FROM MINUTES OF June 9, 2020.**
None.
6. **DELEGATIONS**
None.
7. **CORRESPONDENCE**
 - 7.1 **Health and Safety Guidance During COVID-19 for Library Employers** -- Public Services Health and Safety Association (PSHSA) Document
 - 7.2 **Re-opening Public Libraries in Ontario: Key Considerations** -- Southern Ontario Library Service (SOLS) document to receive correspondence as information.
 - 7.3 **2020-2021 PLOG Program Launch**
2020-45 Motion to receive correspondence for information.
Forwarded by H. McDermid
Seconded by J. Smith
CARRIED.
8. **FINANCE REPORT**
 - 8.1 **Year-to-Date Reports**
2020-46 Motion that the un-audited June Year-to-Date Reports be received as information.
Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.
 - 8.2 **Accounts Payable**
2020-47 Motion that the June informal listing of Accounts Payable be received as information.
Forwarded by L. Hallahan

Seconded by J. Smith
CARRIED.

9. CEO's REPORTS

9.1 CEO's Report

2020-48 Motion to receive the CEO's report as information.

Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.

10. COMMITTEE REPORTS

- 10.1 **Finance Committee** – no report.
- 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 and J. Smith

11. BOARD EDUCATION

- 11.1 **Advocating for your Public Library** – infographic created by CEO, Allie Fallis
The CEO presented the infographic on Advocacy in Public Libraries and offered some examples and areas for improvement.
- 11.2 **Advocacy Resources from the Advocacy Toolkit** – Ontario Library Association, November 2019
- 11.3 **Discussion** – The CEO and the board had a discussion around talking points to advocate for PEPL both during and after the COVID-19 pandemic.

12. CLOSED SESSION REPORT

None.

13. NEW BUSINESS

13.1 Library Flowerbeds

2020-49 Motion THAT the report "Library Flowerbeds" be received as information, AND THAT the PEPL Board authorizes Perth East Township staff to perform the removal of the PEPL flowerbeds, but request for the CEO to circulate more quotes for the installation of the flowerbeds, AND THAT in the lack of quotes by July 31, 2020, the CEO will proceed with Fletcher's Landscaping to do the work.

Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.

13.2 Glass Circulation Desk Barrier

2020-50 Motion THAT the report "Circulation Desk Glass Barrier" be received as information, AND THAT the PEPL board authorizes the purchase and installation of the glass circulation desk barrier.

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

14. ADJOURNMENT – next meeting Tuesday, September 8th at 7:30pm at Perth East Public Library.

2020-51 Motion to adjourn.

Forwarded by H. McDermid

