

# Perth East Public Library

## Regular Meeting of the Board

Monday, July 11, 2022

7:30PM

Electronic Meeting

### MEETING MINUTES

**Board Members Present:** Hugh McDermid, Jerry Smith, Lois Baillie, Patrick Minor (arrived at 7:40PM),  
Sandy Riddell  
**Staff Present:** Kendra Roth (CEO)  
**Regrets:** Laura Hallahan, Mark Steffen

---

**1. CALL TO ORDER**

Chairperson Hugh McDermid called the meeting to order at 7:37PM

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

2022 – 71 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Smith  
Seconded by S. Riddell  
CARRIED.

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

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2022 – 72 Motion - THAT the minutes of the Regular Board Meeting of June 14, 2022 be approved as circulated.

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

**5. BUSINESS ARISING FROM MINUTES OF June 14, 2022.**

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

There was no correspondence.

P. Minor joined the meeting at 7:40PM

**8. FINANCE REPORTS**

8.1 Year-to-Date Reports

2022 – 73 Motion – THAT the un-audited June year-to-date reports be received as information.

Moved by S. Riddell

Seconded by P. Minor  
CARRIED.

#### 8.2 Accounts Payable

2022 – 74 Motion – THAT the June informal listing of Accounts Payable be received as information.

Moved by L. Baillie  
Seconded by S. Riddell  
CARRIED.

### 9. CEO'S REPORT

#### 9.1 CEO's Report

2022 – 75 Motion – THAT the CEO's report be received as information.

Moved by S. Riddell  
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 CEO about the PCIN Board meeting scheduled for September 14, 2022

#### 10.5 SOLS Trustee Council 3 –

10.6 Council Report - verbal report from H. McDermid and J. Smith: Budget-visioning meeting for Council, and the new pavilion at the PERC is open!

2022 – 76 Motion – THAT the verbal reports provided by members of the PEPL Board Committees to PEPL Board be received for information purposes,

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

### 11. BOARD EDUCATION

### 12. CLOSED SESSION

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

*- Personal matters about an identifiable individual*

2022 – 77 Motion – THAT the Perth East Public Library move into closed session at 7:58PM 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 S. Riddell  
CARRIED.

2022 – 78 Motion – THAT the Perth East Public Library rise from closed session at 8:18PM and reconvene to the Regular Meeting of the Board.

Moved by L. Baillie  
Seconded by S. Riddell  
CARRIED.

**13. BUSINESS ARISING FROM CLOSED SESSION**

2022 – 79 Motion – THAT the Perth East Public Library Board direct the CEO to circulate a Legacy Document template for Board members to fill out,

AND THAT the Board review the Legacy Document in the Fall of 2022.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

2022 – 80 Motion – THAT the Perth East Public Library Board direct the CEO to meet with the Township of Perth East Human Resource Coordinator to review the revised CEO job description,

AND THAT staff bring the CEO job description back to the Board for review and approval.

Moved by P. Minor

Seconded by S. Riddell

CARRIED

**14. NEW BUSINESS**

14.1 The Library and Political Elections Policy

2022 – 81 Motion – THAT the Board approve and officially adopt the Library and Political Elections policy.

Moved by L. Baillie

Seconded by J. Smith

CARRIED.

14.2 PEPL Board Summer Meeting Schedule

2022 – 82 Motion – THAT the Board adopt a summer meeting schedule by eliminating the August 2022 PEPL Board meeting.

Moved by S. Riddell

Seconded by P. Minor

CARRIED.

**15. ADJOURNMENT** – Next meeting is Tuesday, September 13, 2022 at 7:30PM

2022 – 83 Motion – THAT the Perth East Public Library Board adjourn at 8:24PM

Moved by L. Baillie

Seconded by P. Minor

CARRIED.

---

PEPL Board Chair

---

PEPL Board Secretary

---

Date

---

Date