



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
March 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 + Special Meeting
Recommendation – THAT the minutes of the Board Meeting of February 9, 2021 and the Special Meeting of March 1, 2021 be approved as circulated.
5. Business Arising from Minutes of February 9, 2021.
 - 6.1 Program Room Usage
Recommendation – THAT the Board _____ 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. Delegations
7. Correspondence
 - 7.1 Josie Scott – Program Room for Yoga
Recommendation – THAT the correspondence be received for information.
 - 7.2 SOLS/OLA – Supporting the Recovery of Ontario's Public Libraries & Communities from COVID-19
Recommendation – THAT the correspondence be received for information.
 - 7.3 Megan Kitchen – Grand River Passes Loan Program
Recommendation – THAT the correspondence be received for information.
 - 7.4 Pam Hanington – HPPH COVID Vaccination Announcement
Recommendation – THAT the correspondence be received for information.
8. Finance Report
 - 8.1 Year-to-Date Reports
Recommendation – THAT the un-audited February Year-to-Date Reports be received as information.
 - 8.2 Accounts Payable
Recommendation – THAT the February informal listing of Accounts Payable be received as information.

9. CEO's Report

9.1 CEO's Report

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

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 SOLS Blog Series – Municipal Relationship Building (#2 of 5)

<https://www.sols.org/blog/2021/02/18/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-2-of-5/>

12. Closed Session Report

13. New Business

13.1 Board Appointments

13.2.1 PCIN Board (2 appointments)

13.2.2 Finance Committee (3 appointments)

13.2.3 Personnel Committee (3 appointments)

13.2.4 Strategic Planning Committee (3 appointments)

13.2.5 SOLS Trustee (1 appointment)

13.2 PCIN Reserve Funds

Recommendation – THAT the Perth East Public Library Board receive the spreadsheet titled "PCIN Reserve Funds" for information,

13.3 Carpet Cleaning

Recommendation – THAT the Perth East Public Library Board (PEPLB) receive the report titled "Carpet Cleaning" for information, AND THAT the PEPLB approve _____ to perform the carpet cleaning at the library in May 2021.

13.4 Organizational Review – Next Steps

Recommendation – THAT the PEPLB receive the report "Organizational Review—Next Steps" for information,

AND THAT the PEPLB request the Library CEO proceed in discussions with the Township CAO, Human Resources, and the Library Board Chair to prepare timelines and cost for the organizational review to be reported back at the next Board meeting on April 13, 2021,

AND THAT the PEPLB approve a pay equity review to be conducted simultaneously with the organizational review for the Perth East Public Library

14. Adjournment

Next meeting Tuesday, April 13 at 7:30pm via ZOOM.



Perth East Public Library Regular Meeting of the Board

Meeting Minutes
February 9, 2021 7:30pm
Via ZOOM

Present: Hugh McDermid, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Alexis Richards, Theresa Campbell, Cindy McNair, Allie Fallis

Regrets: n/a

13. Closed Session Report -- Pursuant to Section 16.1 of the Public Libraries Act, 1990

2021-16 Motion THAT the Library Board move into closed session at 7:31pm for the purpose(s) of:

Exceptions Pursuant to Section 16.1 (4) of the Public Libraries Act, 1990

(d) labour relations or employee negotiations

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

2021-17 Motion THAT the Library board rise from the Closed Session and reconvene to the Regular Meeting of the Board at 8:55pm.

Forwarded by P.Minor

Seconded by L.Hallahan

CARRIED.

14. Business Arising from Closed Session

2021-18 Motion THAT the Perth East Public Library Board (PEPLB) approve that an organizational review be conducted for the Perth East Public Library;

AND THAT the consideration of a full time Library CEO be paused for the 2021 Perth East corporate budget to allow for a Perth East Public Library Organizational Review to occur;

AND THAT the funds for the Organizational Review be allocated from the Perth East Public Library reserve fund (if alternate funding is not available).

Forwarded by J.Smith

Seconded by L.Baillie

CARRIED.

1. Call to Order

Acting Chairperson Hugh McDermid called the regular meeting to order via Zoom at 8:59pm.

2. Additions to and Approval of the Agenda

2021-19 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by J. Smith

Seconded by P. Minor

CARRIED.

3. Declarations of Pecuniary Interest and the general nature thereof

There were no declarations of pecuniary interest.

4. Minutes of Previous Meeting

2021-20 Motion– to accept the recommendation that the minutes of the Board Meeting of January 11, 2021 be approved as circulated.

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

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

6.1 Program Room Usage

2021-21 Motion – 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.

Forwarded by P.Minor

Seconded by L. Baillie

CARRIED.

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

2021-22 Motion – to appoint Hugh McDermid as Chair of the Perth East Public Library Board for the remainder of the 2021 term.

Forwarded by J.Smith

Seconded by L. Hallahan

CARRIED.

2021-23 Motion – to appoint Jerry Smith as Vice-Chair of the Perth East Public Library Board for the remainder of the 2021 term.

Forwarded by A. Richards

Seconded by L. Hallahan

CARRIED.

7. Delegations

None.

8. Correspondence

8.1 SOLS – Ontario Library Service Board

8.2 Mornington Communications Donation – verbal report

2020-24 Motion – to receive correspondence as information.

Forwarded by A. Richards

Seconded by L. Baillie

CARRIED.

9. Finance Report

9.1 Year-to-Date Reports

2021-25 Motion– THAT the un-audited January Year-to-Date Reports be received as information.

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

9.2 Accounts Payable

2021-26 Motion– THAT the January informal listing of Accounts Payable be received as information.

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

10. CEO's Report

10.1 CEO's Report

10.2 2020 Annual Report

2021-27 Motion – THAT the CEO's Report and the 2020 Annual Report be received for information, AND THAT the 2020 Annual Report be distributed to the public.

Forwarded by L. Baillie
Seconded by A. Richards
CARRIED.

11. Committee Reports

11.1 Finance Committee – discussion had under New Business

11.2 Personnel Committee – discussion had in Closed Session

11.3 Strategic Planning Committee – no report.

11.4 PCIN Board – no report.

11.5 SOLS Trustee Council 3 – no report.

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/>

15. New Business

15.1 2021 Draft Budget

2021-28 Motion – THAT the 2021 Draft Budget be received as information AND THAT the 2021 Draft Budget be amended to reflect pausing the consideration of a full-time Library CEO until after the organizational review.

Forwarded by J. Smith
Seconded by A. Richards
CARRIED.

15.2 Board By-Laws

2021-29 Motion – THAT the Perth East Public Library Board By-Laws be accepted as revised.

Forwarded by P. Minor
Seconded by A. Richards
CARRIED.

15.3 PCIN Van Accident/Repair Costs

2021-30 Motion – 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.

Forwarded by J.Smith
Seconded by L.Hallahan
CARRIED.

15.4 Mobile WiFi Hotspots Lending Policy

2021-31 Motion – THAT the Mobile WiFi Hotspots Lending Policy be reviewed and adopted noting any changes.

Forwarded by P.Minor
Seconded by A.Richards
CARRIED.

15. Adjournment

2021-32 Motion that the meeting of the Board be adjourned at 9:45pm.

Forwarded by A. Richards
CARRIED.

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

Hugh McDermid, Chair

Date



Perth East Public Library Special Meeting of the Board

Meeting Minutes
March 1, 2021 7:30pm
Via ZOOM

Present: Hugh McDermid, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Alexis Richards, Mark Steffan, Theresa Campbell, Allie Fallis

Regrets: n/a

1. Call to Order

Chairperson Hugh McDermid called the special meeting to order via Zoom at 7:30pm.

2. Correspondence

2.1 PEPL Browsing and Computer Appointments Policy

2021-33 Motion– THAT the correspondence be received for information.

Forwarded by P.Minor

Seconded by L.Baillie

CARRIED.

2.2 PEPL Covid-19 Operational Hours – verbal discussion

2021-34 Motion – THAT the Perth East Public Library Board approve the increase in operation hours for the library from 16 hours per week to 32 hours per week, which are as follows:

Monday: 9am-1pm

Tuesday: 12-8pm

Wednesday: 12-8pm

Thursday: 12-8pm

Friday: CLOSED

Saturday: 9am-1pm

Sunday: CLOSED

AND THAT the Library CEO continues to inform the PEPLB of any changes made in Library operations.

Forwarded by A.Richards

Seconded by P.Minor

CARRIED.

3. Adjournment

2021-35 Motion THAT the special meeting of the Board be adjourned at 7:46pm.

Forwarded by P.Minor

CARRIED.

Hugh McDermid, Chair

Date

Hello,

Would we be able to use the front room for Yoga on Wednesdays at 9:30-10:30am? It would be 9 participants plus the instructor for a 10 week session or until we are able to use the St. Peters Church again (where we usually do it).

Please let me know. We would offer a donation to use this space.

Thank you

Josie Scott

Wellness Coordinator

Milverton- Community Outreach Services

Phone: 519-595-8755 x129

Fax: 519-595-7755

jscott@knollcrestlodge.com

CASL Notice: If you no longer wish to receive emails from Knollcrest Lodge, please contact unsubscribe@knollcrestlodge.com.

Supporting the Recovery of Ontario's Public Libraries & Communities from COVID-19

2021 Pre-Budget Submission
February 2021

COVID-19 has demonstrated the critical importance of public & school libraries to their communities across Ontario

Millions of Ontarians in all communities rely on local libraries in their daily lives: to work, to learn, to connect to community and government services, and to find or train for a job.

Throughout the COVID-19 pandemic, Ontario's public libraries have worked tirelessly to meet the evolving and rapidly changing needs of the people they serve, and in strict accordance with Ontario's emergency public health guidelines.

School libraries have likewise demonstrated their critical importance to successful online learning, helping to ensure students achieve curriculum objectives, and curating the digital and print resources students need to succeed. During the early months of the pandemic, teacher-librarians and school library professionals assumed a key role in providing leadership to help students, teachers and parents adapt to distance learning.

The Ontario Government has recognized the important local role of libraries and their continuing importance in bridging the digital divide. On February 4th, the province announced a \$4.8 million investment to upgrade broadband in up to 50 public libraries in unserved and underserved communities. This game-changing investment recognizes the essential role of public libraries as community digital hubs, and offers a tremendous foundation to ensure that all Ontarians in communities across the province can access the high-speed broadband they need to succeed.

Libraries are an essential part of Ontario's COVID-19 recovery – but many who depend on libraries are still falling through the gaps

Almost a year after the outbreak of the pandemic, public and school libraries continue to balance their commitment to meeting the needs of the people and students they serve while maintaining health and safety.

Unfortunately, many people and students across Ontario are falling through the gaps amidst the challenges of the pandemic. Individuals and families across the province are struggling and unable to access the public library resources they need. Many of these gaps existed prior to the pandemic, but the ongoing health emergency has brought them to a critical point. These pressures, especially the demand for limited e-resources and other barriers to fair access, are most acute in small, rural, Northern and First Nations communities, as well as for low-income residents across Ontario.

The pandemic has also been particularly difficult for students, and devastating for the school libraries they depend on. As part of their back-to-school plans, many school boards across Ontario eliminated the role of teacher-librarians and school library professionals board-wide at either the elementary and/or secondary level, and with them access to school library programming and in-person school library resources. Although some access to virtual library resources may still be available, without the support of teacher-librarians and school library professionals, it is extremely difficult for teachers and students to use these resources effectively.

Most concerning is the experience of the past two decades in Ontario, which has shown that when school libraries are closed and school library professionals eliminated, libraries do not come back and students pay the price.

Addressing these priority issues will deliver rapid benefits and support the COVID-19 recovery efforts across the province

Through carefully targeted investments, the Ontario Government can make sure that all Ontarians – no matter where they live or learn – will continue to have access to much-needed modern, cost-effective resources and services through their local public and school libraries, during and beyond the pandemic emergency.

- **A targeted enhancement of provincial funding through the Public Libraries Operating Grant (PLOG)** to offset lost revenues from implementing fines-free policies and help public libraries make these policies permanent. This investment would help to break down barriers to access for low-income Ontarians.
- **Subject to the above increase, maintain provincial funding for Ontario's public libraries at current levels** and work with municipalities to prevent unsustainable cuts to public library funding.
- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through **a \$4.7 million annual investment to support the establishment of an Ontario Digital Public Library**, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common set of high-quality e-learning & online resources and more e-books.
- In consultation with school boards and library professionals, **update the implementation of Ontario's education funding formula to ensure that funding for school libraries is protected.** This funding is crucial to ensuring that school libraries continue to be a foundational part of the government's vision for student success.
- **In consultation with the sector, work together to establish a working group to develop a provincial strategy for school library e-resources** to ensure that all students in Ontario benefit from a level playing field for success.

Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 45 First Nations public libraries, in communities throughout the Province.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

Hi Allie,

We had to unexpectedly order some new membership materials (hence the hold up on our end) which is scheduled to be delivered this week. Once we receive the new materials as well as signed documentation we can circulate the cards. Hoping it will be this week or early next week (fingers crossed). They will be couriered so as soon as the cards are sent you should have them shortly after!

Thanks,
Megan

From: Allie Fallis <AFallis@pcin.on.ca>
Sent: March 1, 2021 10:14 AM
To: Megan Kitchen <mkitchen@grandriver.ca>
Subject: Re: Library Loan Program - Perth East

Hi Megan,

No problem, I appreciate you following up with these details. I will get these documents back to you asap. The address you have for us is correct. We have yet to receive the passes in the mail - I'm assuming they will be sent out once you receive the appropriate documentation?

Thanks!
Allie

Allie Fallis | CEO, Perth East Public Library
19 Mill Street East | Milverton ON | N0K 1M0 |
afallis@pcin.on.ca | 519-595-8395 ext. 101 |
<https://www.pertheast.library.on.ca/>

From: Megan Kitchen <mkitchen@grandriver.ca>
To: "afallis@pcin.on.ca" <afallis@pcin.on.ca>
Date: Fri, 26 Feb 2021 16:03:06 +0000
Subject: Library Loan Program - Perth East

Hi Ally,

Hope you're doing well. Sorry for the delay in getting the GRCA membership pass out as part of the piloted membership loan program. We had some unforeseen hold-ups on our end. I have attached a letter that outlines the terms of the program, a form to report usage data that we will collect next year, as well as an Memorandum of Understanding to be signed. If the name listed on the MOU is incorrect, please update it to the appropriate contact with signing authority. We kindly ask that you have the MOU signed and returned by March 5, 2021. I will circulate a signed copy of the MOU back and include hard copies of the attached documents with the pass as well.

The address I have to send the pass to is 19 Mill Street East Milverton, Ontario – can you confirm this is correct?

Any further questions please let me know.

Thanks,
Megan

Megan Kitchen | Administrative Assistant - Operations
Grand River Conservation Authority
400 Clyde Road, Cambridge, ON N1R 5W6
P: (519) 621-2763 x2220 | www.grandriver.ca

Memorandum of Understanding
Between
The Grand River Conservation Authority (GRCA)
And
Perth East Public Library

This memorandum of understanding between the Grand River Conservation Authority (GRCA) and the Perth East Public Library establishes a cooperative working relationship in support of a Grand River Parks membership card library lending program from March 1, 2021 to April 1, 2022


The Grand River Conservation Authority will:

- Provide one annual pass (March 1, 2021 to April 1, 2022) to allow library loaner program participants complementary access to the Grand River Conservation Authority's fee-for-use Conservation Areas, also known as Grand River Parks.

Perth East Public Library will:

- Administer the lending of the Grand River Parks membership card as part of the library's lending program.
- Provide educational resources to all participants signing out the membership card as part of the lending program.
- Integrate accompanying resources (where available) into the materials each program participant is supplied with when they borrow a membership card.
- Provide GRCA with a brief report, using the enclosed/attached **GRCA Library Loan Program Usage Reporting Form**, outlining the number of loaned passes along with any other relevant statistics available by April 1, 2022.

Pam Walther-Mabee
Manager, Conservation Area Operations
GRCA


Allie Fallis, C.E.O
Perth East Public Library

Date

March 1/2021

Date



Subject: HPPH Vaccine Announcement

To: "afallis@pcin.on.ca" <afallis@pcin.on.ca>

From: Pam Hanington <phanington@hpph.ca>

Date: 03/03/2021 03:07 PM

Hello librarians,

Thank you for agreeing to assist people with registering for their vaccine online. Here is the media release. My apologies if you get this twice. Please be in touch with me if you need any additional information.

According to Provincial and Regional prioritization adults aged 80+ and Indigenous adults aged 55+ are eligible for their COVID-19 vaccinations and can now make an appointment for community vaccine clinics in Huron Perth.

There are two options for booking an appointment:

- Online www.hpph.ca/vaccine
- Phone **1-833-753-2098**

We are encouraging online bookings when possible, as our phone lines will be very busy. Please distribute the attached poster through your channels, as appropriate. There is more information about vaccines on our website. Please visit:

<https://www.hpph.ca/en/health-matters/covid-19-vaccine-information.aspx>

Thank you and have a great day!

Pam

Pam Hanington, MA
Community Developer I Health Equity
Huron Perth Public Health | 1-888-221-2133 x 2255
<https://www.hpph.ca/Modules/News/en>

This e-mail may contain privileged and confidential information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was

8.1 Year-to-Date Report



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

February 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 Summr		-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	-20.00	-1,500.00	-1,480	1.33%	
9-750-120-1040 Library - Rental Income		-1,026.00	-1,026		
9-750-120-1046 Library - Township of Perth East Gra		-268,895.08	-268,895		
9-750-120-1050 Library - Interest Earned Revenue		-4,255.00	-4,255		
9-750-120-1055 Misc Grants and Revenue	-8,896.00		8,896	#DIV/0!	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-50.64	-2,617.00	-2,566	1.94%	
9-750-120-4095 Library - Used Book Sales		-500.00	-500		
9-750-120-7005 Library - Friends of the Library Dona	-28.00	-1,200.00	-1,172	2.33%	
9-750-120-7015 Library - Reading Programs	-12.00	-500.00	-488	2.40%	
Total REVENUE	-9,006.64	-317,581.08	-308,574	2.84%	
NET	-9,006.64	-317,581.08	-308,574	2.84%	

8.1 Year-to-Date Report cont'd



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

February 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	160,734.00	153,500	4.50%	
9-750-202-2025 Library - General Payroll Benefits	887.98	20,388.00	19,500	4.36%	
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:	133.89	2,700.00	2,566	4.96%	
9-750-210-3050 Library - Computer Software & Servic	305.25	1,500.60	1,195	20.34%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	10,974.84	10,974.80	-	100.00%	
9-750-210-3075 Library - Periodicals	214.49	540.00	326	39.72%	
9-750-210-3080 Library - Memberships and Educatio	180.12	1,062.00	882	16.96%	
9-750-210-3145 Library - PCIN Contract		33,685.00	33,685		
9-750-210-3150 Library - Book Processing	3,403.87	7,338.00	3,934	46.39%	
9-750-210-3155 Library - Books and References	3,691.10	20,198.00	16,507	18.27%	
9-750-210-3500 Library - Automation & Connectivity		5,815.00	5,815		
9-750-210-4050 Library - Videos and Audios	86.26	7,705.00	7,619	1.12%	
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	394.32	1,796.00	1,402	21.96%	
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	46.71	800.00	753	5.84%	
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	27,552.95	309,093.90	281,541	8.91%	
NET	27,552.95	309,093.90	281,541	8.91%	

8.2 Informal Listings of Accounts Payable

Accounts Payable

February 2021

Date	Company/Description	Amount
Feb.1/21	OLA (conference registration, VISA)	56.50
Feb.2/21	Swan	51.87
	Creative Bag	92.66
Feb.4/21	LSC	554.55
	LSC Credit	(7.04)
	Zoom (VISA)	22.60
	Utilities	111.52
	Hello Canada Subscription	119.18
	Mornington Communications	499.73
Feb.8/21	Amazon (hotspot cases)	92.97
Feb.9/21	Bell (3 WiFi Hotspots)	338.97
Feb.11/21	West Perth Public Library (damaged book)	12.00
	Bell Mobility	58.56
Feb.17/21	Bradshaws (Mackenzie's thank you gift, VISA)	79.44
	Staples (VISA)	9.47
	LSC	761.73
	Union Gas	394.68
Feb.18/21	LSC	196.57
	Amazon (fire extinguisher signs, VISA)	90.48
Feb.22/21	Indigo (book)	27.92
	<u>TOTAL:</u>	<u>3,571.40</u>



9.1 CEO's Report

Report to: PEPLB

Prepared by: Allie Fallis

Meeting Date: March 9, 2021

Attachments: n/a

Programming

- Adult Online Trivia: 28 participants
- Family Day Online Bingo: 40 participants
- Grab and Go Kits: 10
- Online Book Club: 9 participants
- Homebound Deliveries:

CEO's Office:

- Attended virtual Ontario Library Association Super Conference (4 days)
- Produced Carpet Cleaning report for Board review
- Completed application for [Walmart grant](#)
- Investigated expanding operational hours
 - o Produced report for Operational Hours for special meeting
 - o Scheduling – had to revamp a few times, gathered staff feedback
- Investigated purchasing new bins for junior fiction area
- Investigated purchasing washable keyboards for staff + public computers
- Met virtually with [Beanstack tracker app](#) rep to discuss potential options/cost for PEPL summer reading program
- Assessed Automatic Renewal Plan for collections, and made some adjustments in consultation with Library Services Centre (LSC).
- PCIN:
 - o Produced Collections stats for Wendy Hicks to help with next steps in Collections work within PCIN
 - o Met with Wendy virtually to discuss Perth East's Collection Needs
- Investigated and purchased fire extinguisher signs for the Library and Admin Office based off of an H&S Inspection.
- Completed Library Capital Forecast report and submitted
- Completed Join 2020 Accessibility Plan Status Update Report
- Attended Saugeen Library Committee Meeting
- Starting working on gathering information for Annual Report 2020
- Continued with Storywalk outreach + planning
- Obtained marketing resources from SPL to begin producing marketing plan for PEPL

COVID-19 Update

- Total traffic in February: 236 (combo of curbside + in-house visits, opened doors to public Feb. 16th)
- Expansion of operational hours (approved Mar 1) which will be effective Apr 5, 2021. These hours and new services (wifi hotspots + park passes) will be featured in Shopportunities

Coming up

- Continue to participate in Perth East (bi-weekly) ECG meetings re: COVID-19
- Working with Township CAO, HR + Board Chair to develop a Memorandum of Understanding (MOU) between the Township and the Library, and to determine timelines/cost for organizational review
- Complete application for [Canada Post Community Foundation Grant](#) (for Summer Reading Program or StoryWalk project)

Perth East Public Library

by the numbers



PATRONAGE

Feb 20



4006

Feb 21



4069

2% DIFFERENCE

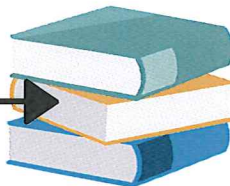
CIRCULATION

Feb 20



3701

Feb 21



1908

-48% DIFFERENCE

YTD CHECKOUTS

24,810

COMPUTER/IPAD USE

Feb 20



301

Feb 21



5

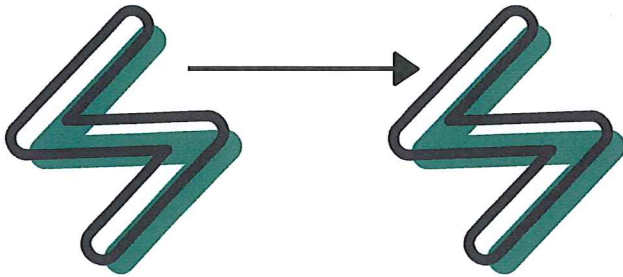
YTD USE

523

ACTIVE PATRONS

Feb 20

Feb 21



1262

1047

WIFI USAGE



452

UNIQUE USERS

WEBSITE VISITS

Feb 20



Feb 21

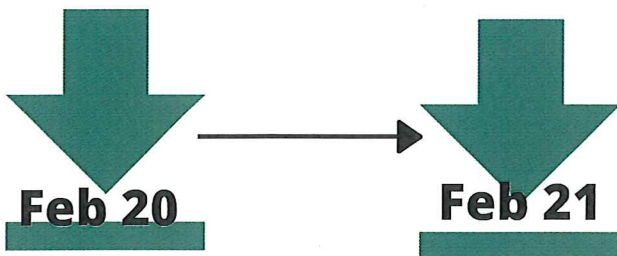


-57% DIFFERENCE

YTD VISITS



DOWNLOAD LIBRARY CHECKOUTS



Feb 20

Feb 21

591

624

6% DIFFERENCE

YTD DOWNLADS



LET'S TALK LIBRARIES

A blog from the Southern Ontario Library Service

Blog Series: What can you do as a Library Board to improve the relationship between your municipal council and the public library? (Post #2 of 5)

 FEBRUARY 18, 2021  SOUTHERN ONTARIO LIBRARY SERVICE
 GOVERNANCEHUB, MUNICIPAL RELATIONSHIPS, PARTNERSHIPS

In a series of guest blogs library board members Andrew Hallikas and Caroline Goulding will be exploring the question *What can you do as a Library Board to improve the relationship between your municipal council and the public library?* In this post we will be focusing on politics. [Read Part One.](#)

Be Proactive and Be Politically Active



This process starts during the campaign period leading up to the Municipal Election and even before. Ensure that Library Issues become campaign issues. Mobilize Library Board Members, your Friends of the Library Group, and Library patrons to ensure that Library issues are raised in public meetings and by the media. Attend meet the candidate nights and ask questions of potential candidates regarding their view of Public Libraries. Be organized in this; plan and create a list of pertinent questions, then have several different Library supporters ask the questions. The media will pick up on this and Library issues become amplified. Support Candidates who are sympathetic to library issues.

We should insert a note of caution here. Be careful in how you support candidates. It is important that the Library not run afoul of election laws and Municipal by-laws around elections. Board members can as individuals involve themselves in elections, but be careful not to act in the name of your Library.

Encourage library users and supporters to run for council and support them when they do. Although be careful that you do not run "one issue" candidates.

Municipal Councillors, like all politicians respond to publicity and public pressure. Well timed and well written letters to the Editor can be highly effective in keeping Library issues in the minds of the public and politicians. This is something that the Library Board Chair can and should do, as can library patrons or members of Friends of the Library. Keep your community constantly informed of library issues. Social media works well for this.

Be organized, consistent and politically aware. Only the Library CEO or Board Chair should speak for the Library unless another Board Member is specifically delegated to be spokesperson on a particular matter. All Board members when out in the community should speak with one voice and should have ready "elevator" speeches made up on a topic. Generally, the Board Chair speaks on political issues and the Library CEO speaks on Library issues, although the line on this can become blurred at times. Councillors will often say all sorts of things to the media, do not let negative or inaccurate comments about the Library go unchallenged.

Cultivate good relationships with local media

Local Media are essential to Public Libraries for a variety of reasons. The media like most of the general public tend to view Libraries favourably. Libraries provide many and varied newsworthy stories. Always ensure that all local media, newspaper or radio, is invited to all significant Library events. Feed them. Get to know local media personalities and reporters. Send them personal invitations to attend events and particularly events where Municipal Councillors are invited. Send out regular press releases.

Our Library keeps press clippings and posts them on a bulletin board. Patrons enjoy reading them. Politicians are always aware of press coverage and will notice if your Library is getting a lot of positive media coverage.

Share this:



Reserve Funds

	2013	2014	2015	2016	2017	2018	2019	2020		
NPPL	1,976	5,418	5,531	5,614	5,686	3,782	3,782	1,736	\$	33,525
PEL	4,098	5,107	5,140	5,092	5,089	3,421	3,421	1,682	\$	33,050
STM	3,986	4,859	4,991	4,936	4,925	3,297	3,297	1,481	\$	31,772
SPL	7,967	9,772	9,398	9,452	9,430	6,272	6,272	3,506	\$	62,069
WPL	3,973	4,844	4,940	4,906	4,870	3,228	3,228	1,595	\$	31,584
annually	\$ 22,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 10,000	\$	192,000 collectively

Van Reserve

	2020
NPPL	1,200
PEL	1,200
STM	1,200
SPL	1,200
WPL	1,200
	\$ 6,000

Expenses

	ils warranty			migration			van			
	2013	2014	2015	2016	2017	2018	2019	2020		
NPPL			1,838			2,045		12,545	\$	16,428
PEL			1,709			1,859		12,110	\$	15,678
STM			1,659			1,800		10,587	\$	14,046
SPL			3,124			3,445		25,814	\$	32,383
WPL			1,642			1,756		11,457	\$	14,855
		\$	9,972		\$	10,905	\$	72,513	\$	93,390 collectively

Totals

	Individual Reserve Holdings	Proportional Expenses	Individual Reserve Balance
NPPL	\$ 33,525	\$ 16,428	\$ 17,097
PEL	\$ 33,050	\$ 15,678	\$ 17,372
STM	\$ 31,772	\$ 14,046	\$ 17,726
SPL	\$ 62,069	\$ 32,383	\$ 29,686
WPL	\$ 31,584	\$ 14,855	\$ 16,729

Repair \$	NPPL	PEPL	STM	SPL	WPPL
\$38,000.00	\$ 6,574.00	\$ 6,346.00	\$ 5,548.00	\$13,528.00	\$ 6,004.00
Proportionally/2019	17.3%	16.7%	14.6%	35.6%	15.8%



Carpet Cleaning

Report to: Perth East Public Library Board

Prepared by: Allie Fallis

Attachments: 3 quotes including Town Cleaning & ChemDry Acclaim

Background

Previous to COVID-19, staff at the Perth East Public Library had patrons remove their boots upon entering the main library space to ensure the cleanliness of the library and to help with the wear on the main carpeted area from salt and snow tracked in from outside.

The changes in operational service by COVID-19 has caused the Library CEO to re-evaluate this procedure. The library has changed the flow of traffic through the building, which requires patrons not to congregate, and to come and go from the space as quickly as possible. Resultantly, having patrons remove their boots to come into the building is no longer realistic or safe.

With this change in our service model, the Library CEO foresees more wear on the library's carpets, suggesting the need for a spring carpet cleaning to preserve the quality of the carpet, and to uphold the overall cleanliness and maintenance of the main library space, which sees the most traffic.

Furthermore, the library carpet has not been cleaned since the building was built and opened in 2010, suggesting that a routine carpet cleaning is long overdue.

The 2021 Budget reflects the cost of a spring carpet cleaning, however the selection of a vendor is required by the Board.

Quotes

Please see attached.

Recommendation

THAT the Perth East Public Library Board (PEPLB) receive the report titled "Carpet Cleaning" for information, AND THAT the PEPLB approve _____ to perform the carpet cleaning at the library in May 2021.



ESTIMATE

Town Cleaning
Listowel, Ontario
Canada

5192910440
www.towncleaning.ca

BILL TO
Perth East Public Library
Allie Fallis
19 Mill Street East, Milverton, ON

afallis@pein.on.ca

Estimate Number: 1063

Estimate Date: December 23, 2020

Expires On: January 31, 2021

Grand Total (CAD): \$926.60

Items	Quantity	Price	Amount
Carpet cleaning Hot water extraction for approx. 4000 sq. ft. carpet	1	\$820.00	\$820.00
Subtotal:			\$820.00
GST/HST 13% (70836 1670 RT0001):			\$106.60
Total:			\$926.60
Grand Total (CAD):			\$926.60

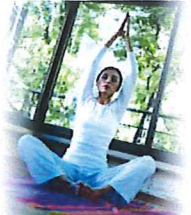
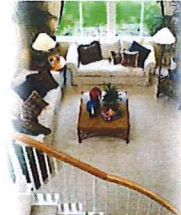
Notes / Terms

Thank you for the opportunity on quoting on your business

We will be more than happy to quote you again if you are not able to confirm by the due date.

Attn: **Allie**

Drier. Cleaner. Healthier.®



**A Better Way To Clean.
A Cleaner Way To Live.**



~ ChemDry Acclaim ~

CARPET MAINTENANCE RECOMMENDATIONS

For:

Perth East Library

19 Mill St., East Milverton
Ph: 519-595-8395 Email: afallis@pcin.on.ca

Prepared by John Clendenning
DEC 2020





~ ChemDry Acclaim ~

Stratford 273-4841 • Kitchener/Waterloo 747-2334
Cambridge 650-0077 • Brantford 757-0611 • Guelph 766-0600
acclaim@chemdry.ca Fax: 747-4048
www.acclaim.chemdry.ca

Perth East Library
19 Mill St., East
Milverton, ON

Dear Allie

Thank you for allowing my company the opportunity to provide our service pricing. I believe we are uniquely capable of handling the carpet maintenance needs for your library.

If I may, here are some of the highlights of our unique process;

- **CHEMDRY** holds the exclusive patent on **Hot CARBONATED Extraction** – which has been independently verified as the safest and most effective cleaning in the industry today. (see enclosed documentation)
- We are the only **ISO 9002 Registered** carpet cleaning company in Canada, guaranteeing our clients that our quality and standards are strictly monitored.
- Our patented cleaning solution, **"The Natural"** contains **NO** soaps, detergents, perfume, phosphates, enzymes or other harmful residue-causing agents so items stay cleaner longer. You'll have the peace of mind knowing that ours is a completely safe method to use in and around homes and offices where occupants with allergy or product sensitivities reside and we are actually recommended for homes with asthma and allergy sufferers.
- **CHEMDRY ACCLAIM**® is part of a network of over 4000 franchises in 51 countries, cleaning over 1 Billion square feet of carpet each year in all types of locations including famous royal palaces so you know we have the knowledge and experience to maintain your facility properly.

Although we are competitively priced we are rarely the *cheapest*. We simply believe in offering the very best professional quality and service possible and thereby delivering the best **VALUE** for your cleaning and carpet dollar. Attached are several testimonials and letters of recommendations from health organizations, carpet manufacturers and current clients to attest to this point.

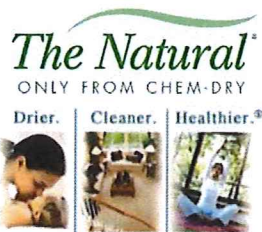
I appreciate the opportunity to explain our service and how we would love to provide professional carpet cleaning for your facility.

Cordially at your service,

John Clendenning



www.acclaim.chemdry.ca



A Better Way To Clean.
A Cleaner Way To Live.

**TESTED
AND
PROVEN**

**REMOVES ALLERGENS
IMPROVES AIR QUALITY**

Chem-Dry Removes:*

98%

of **allergens**
from carpets
and upholstery

89%

of airborne
bacteria,
improving indoor
air quality

*Based on results from a study conducted by an independent laboratory using Chem-Dry's Hot Carbonating Extraction process. Allergens tested were dog and cat dander and dust mite allergen. Airborne bacteria results includes use of sanitizer. Figures are an average across multiple homes.



PROPOSED CARPET MAINTENANCE INVESTMENT

OPTION 1: ONE TIME VISIT PRICING:

There are several choices available within our **Natural™** carpet cleaning services including our advanced **HCE** or **Hot Carbonating Extraction** that is dry in 1 to 2 hours and our SaniPro packages that also includes the treatment of an all natural, safe and effective sanitizing treatment to kill germs, viruses, mold spores and foul odours.

You also have the choice within our packages for our **POWERGUARD™** soil and stain inhibitor as well which is uniquely co-applied within our cleaning solution so as to fortify each and every carpet fibre. This unique and patented technology has been independently proven to provide maximum wear resistance and longer carpet life, which naturally presents a significant cost savings over early carpet replacement.

Below, please find the total for each of the areas based on the areas measured along with the totals for the various services along with your preferred commercial pricing.

Carpet Cleaning Rates (As Per Areas Measured)				HCE Cleaning for Health		
	Square Feet	Reg Price	Commercial Discount	Clean Only	PowerGuard Carpet Protection	All Natural Sanitizer
Main Area	2542	\$1,042.22	30%	\$729.55	\$177.94	\$152.52
Combined Totals To Clean & Protect				\$907.49		
SaniPro: Combined Totals To Clean, Protect & Sanitize:				\$1,060.01 Best Value		

All pricing subject to HST

NOTE: Due to the current interval of cleaning and level of soiling in the carpet, and for infrequent or occasional cleanings the Clean - Protect and Sanitize Package is strongly advised as a more thorough approach. A cost effective, maintenance schedule has been provided in this proposal and is strongly advised to keep soiling levels low thereby preserving your facilities professional image and extending the carpets wear age almost indefinitely.



For a visual understanding between our industry leading **ChemDry** approach and traditional "steam" cleaning (hot water extraction) you're welcome to visit our comparison webpage at:
www.acclaim.chemdry.ca/comparetosteam.html

For further pricing options see the maintenance contract package details provided at the end of our "Clearing The Air" section on the following pages.



OPTION 2: **XXX MAINTENANCE CLEANING SAVINGS PLAN:**

(see MAINTENANCE CONTRACT TERMS section on the following page for specific detail)

The following **REGULAR MAINTENANCE CLEANING DISCOUNTS** and **FREE BONUSES** are available when you book your cleaning for the same areas in advance. NOTE: The following discounts apply to the **Clean & Protect** and **SaniPro** packages **ONLY**:

Re-Service within **3 months** of your last appointment: **20% off** original pricing

Re-Service within **4 months** of your last appointment: **15% off** original pricing

Re-Service within **6 months** of your last appointment: **10% off** original pricing

With Your Pre-Scheduled Maintenance Commitment You'll Also Receive These **BONUSES!**

- ✓ **1 FREE** daytime **Emergency Spotting Visits** up to 30 minutes (*a \$125 value!*)
- ✓ **1 FREE** can of Professional Strength Spot Remover for in-between service visits (*a \$25 value!*)
- ✓ **10% Preferred Client Discount** on any additional cleaning and spotting services between service visits
- ✓ **PLUS a 15% Commercial Client Savings** offers for your office staffs homes!

CLEARING THE AIR

STRAIGHT ANSWERS REGARDING CARPETS, INDOOR AIR QUALITY (IAQ) & CLEANING FREQUENCY:

Due to a lack of proper information causing a general misconception that carpet somehow doesn't get hold of soiling at the same rate as other flooring, some facilities to have grossly inadequate carpet maintenance procedures.

WHY IS MAINTENANCE SO IMPORTANT?

Just like oil changes and regular maintenance will extend the life our vehicles, carpet maintenance visits will extends the life of your carpeting by avoiding premature wear in traffic areas thereby reducing the high cost and inconvenience of untimely carpet replacement. Also, regular carpet maintenance has been proven in EPA studies to dramatically reduce indoor environmental pollution levels. Removing the contaminates trapped in carpets (before they get disburshed back into the air) is a major factor in maintaining healthy indoor air quality - which has been shown to improve employee productivity and reduce absenteeism.

You see carpet, by its design, can hide large amounts of dirt and soiling in its fibres. If you wait until areas have become *visibly dirty* before having them cleaned some **permanent damage HAS occurred**. The best approach is to treat all floor maintenance, textile and hard surface, in a similar manner:

- In areas where hard flooring would need to be swept or dust mopped every day to remove loose, abrasive soils ...carpets should be vacuumed daily to limit the scratching and shearing effects of abrasive soils on its fibres.
- Just as high use areas of hard flooring need regular mopping to remove the build-up of sticky, embedded soils, and lesser used areas need only infrequent mopping, high use carpeted areas and traffic lanes require more frequent maintenance cleanings to remove the sticky, oily soils before they permanently oxidize onto the fibre causing permanent discolourations. Lesser-used carpeted areas can be cleaned on a less frequent basis.

By implementing a routine carpet maintenance program you preserve and maintain your floor covering and extend the life of your carpet investment. Routine care makes *restorative cleaning* unnecessary. **RESTORATIVE CLEANING** occurs when carpet has been neglected and its appearance has degenerated to a point when cleaning is an absolute necessity. Excessive soils and stains may require several cleanings; however restorative cleaning may not achieve the desired original beauty and appearance of your floor coverings. Routine care is the only way to ensure a longer lasting product.



Organizational Review – Next Steps

Report to: PEPLB

Prepared by: Allie

Meeting date: March 9, 2021

Attachments: n/a

Background

At the last Board Meeting (Feb 9, 2021), the following motion passed:

THAT the Perth East Public Library Board (PEPLB) approve that an organizational review be conducted for the Perth East Public Library;

AND THAT the consideration of a full time Library CEO be paused for the 2021 Perth East corporate budget to allow for a Perth East Public Library Organizational Review to occur;

AND THAT the funds for the Organizational Review be allocated from the Perth East Public Library reserve fund (if alternate funding is not available).

In proceeding with the organizational review, it is important for the Board to discuss and set clear expectations for how they would like to proceed with the process of the organizational review.

Upon conducting research and consulting with other PCIN CEOs, the Library CEO also recommends having a pay equity review completed alongside the organizational review, including the following:

- **Statutory Review** - includes gender equity, looks at external individuals
- **Internal Review** - looks at all employees within the library and assesses whether everyone is being treated fairly according to their pay grid
- **Market Review** - looks at other comparable municipalities

While the organizational review will provide an analysis of the library's structure and service delivery, the pay equity review allows for analysis of the pay grids of library staff to ensure they're being compensated fairly.

Notes

A Pay Equity Review has never been conducted for the Perth East Public Library.

The cost to conduct a Pay Equity Review is unknown, however the Library CEO will investigate this in conversations re: the organizational review with the Board Chair, the Township CAO and Human Resources.

Recommendation

THAT the Perth East Public Library Board (PEPLB) receive the report titled "Organizational Review – Next Steps" for information,

AND THAT the PEPLB request the Library CEO proceed in discussions with the Township CAO, Human Resources, and the Library Board Chair to prepare timelines and cost for the organizational review to be reported back at the next Board meeting on April 13, 2021,

AND THAT the PEPLB approve a pay equity review to be conducted simultaneously with the organizational review for the Perth East Public Library