



# Perth East Public Library Regular Meeting of the Board

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

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

**Regrets:** Mark Steffen

## 1. Call to Order

Chairperson Hugh McDermid called the meeting to order via Zoom at 7:31pm.

## 2. Additions to and Approval of the Agenda

2021-36 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by L.Hallahan

Seconded by L.Baillie

CARRIED.

## 3. Declarations of Pecuniary Interest and the general nature thereof

There were no declarations of pecuniary interest.

## 4. Minutes of Previous Meeting + Special Meeting

2021-37 Motion– to accept the recommendation that the minutes of the Board Meeting of February 9, 2021 and the Special Meeting of March 1, 2021 be approved as circulated.

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

## 5. Business Arising from Minutes of February 9, 2021.

### 6.1 Program Room Usage

2021-38 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 A.Richards

Seconded by P.Minor

CARRIED.

## 6. Delegations

None.

## 7. Correspondence

### 7.1 Josie Scott – Program Room for Yoga

2021-39 Motion – to receive correspondence as information

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

### 7.2 SOLS/OLA – Supporting the Recovery of Ontario's Public Libraries & Communities from COVID-19

2021-40 Motion – to receive correspondence as information.

Forwarded by A.Richards

Seconded by L.Hallahan  
CARRIED.

7.3 Megan Kitchen – Grand River Passes Loan Program  
2021-41 Motion – to receive correspondence as information.

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

7.4 Pam Hanington – HPPH COVID Vaccination Announcement  
2021-42 Motion – to receive correspondence as information.

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

## 8. Finance Report

### 8.1 Year-to-Date Reports

2021-43 Motion – THAT the un-audited February Year-to-Date Reports be received as information.

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

### 8.2 Accounts Payable

2021-44 Motion – THAT the February informal listing of Accounts Payable be received as information.

Forwarded by P.Minor  
Seconded by L.Hallahan  
CARRIED.

## 9. CEO's Report

### 9.1 CEO's Report

2021-45 Motion – THAT the CEO's report be received as information.

Forwarded by A.Richards  
Seconded by P.Minor  
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 – next meeting April 14, 2021 at 6:30pm.

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 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/>

## 14. New Business

### 13.1 Board Appointments

The following appointments were made:

**PCIN Board**

Lois Baillie, Alexis Richards

**Finance Committee**

Patrick Minor, Jerry Smith, Laura Hallahan

**Personnel Committee**

Alexis Richards, Patrick Minor, Lois Baillie

**Strategic Planning Committee**

Mark Steffen, Jerry Smith, Hugh McDermid

**SOLS Trustee**

Laura Hallahan

### 13.2 PCIN Reserve Funds

2021-46 Motion – THAT the Perth East Public Library Board receive the spreadsheet titled “PCIN Reserve Funds” for information

Forwarded by J.Smith

Seconded by A.Richards

CARRIED.

### 13.3 Carpet Cleaning

2021-47 Motion – THAT the Perth East Public Library Board (PEPLB) receive the report titled “Carpet Cleaning” for information, AND THAT the PEPLB approve ChemDry to perform the carpet cleaning at the library.

Forwarded by J.Smith

Seconded by A.Richards

CARRIED.

## 12. Closed Session Report – Pursuant to Section 16.1 of the Public Libraries Act, 1990

2021-48 Motion -- THAT the Library Board move into closed session at 8:13pm 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 A.Richards

Seconded by L.Hallahan

CARRIED.

2021-49 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 A.Richards

CARRIED.

## 13. Business Arising from Closed Session

2021-50 Motion – THAT the Perth East Public Library Board receive the report titled “Organizational Review – Next Steps” = and the report titled “CS CAO Report to PEPL” for information.

Forwarded by A.Richards

Seconded by L.Hallahan

CARRIED.

## 15. Adjournment

2021-51 Motion – that the meeting of the Board be adjourned at 9:00pm.

Forwarded by A.Richards

CARRIED.

Next meeting Tuesday, April 13 at 6:30pm via ZOOM.

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Hugh McDermid, Chair

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Date