**Perth East Public Library**

**Regular Meeting of the Board**

Tuesday, March 14, 2023

7:30PM

Perth East Public Library

**MEETING MINUTES**

**Board Members Present:** Laura Hallahan (Chair), Mark Steffen (Vice-Chair), Diann Davidson, Allie Fallis, Jeremy Matheson, Patrick Minor, Jerry Smith

**Staff Present:** Kendra Roth (CEO)

**Regrets:**

**1. CALL TO ORDER**

Chairperson, Laura Hallahan, called the meeting to order at 7:27PM

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

2023 – 25 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by J. Matheson

Seconded by M. Steffen

CARRIED.

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

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2023 – 26 Motion - THAT the minutes of the Regular Board Meeting of February 14, 2023 be approved as circulated.

Moved by J. Smith

Seconded by M. Steffen

CARRIED.

**5. BUSINESS ARISING FROM MINUTES OF February 14, 2023.**

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

7.1 FOPL Updates

2023 – 27 Motion – THAT the correspondence be received as information.

Moved by D. Davidson

Seconded by P. Minor

**8. FINANCE REPORTS**

8.1 Year-to-Date Reports

2023 – 28 Motion – THAT the un-audited February year-to-date reports be received as information.

AND THAT the CEO includes account balances in future year-to-date reports.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

8.2 Accounts Payable

2023 – 29 Motion – THAT the February informal listing of Accounts Payable be received as information.

Moved by D. Davidson

Seconded by A. Fallis

CARRIED.

**9. CEO’S REPORT**

9.1 CEO’s Report

2023 – 30 Motion – THAT the CEO’s report be received as information.

Moved by M. Steffen

Seconded by A. Fallis

CARRIED.

**10. COMMITTEE REPORTS**

10.1 Finance Committee

10.2 Personnel Committee

10.3 Strategic Planning Committee

10.4 PCIN Board – K. Roth made note that the PCIN Board has their inaugural meeting on April 14, 2023.

10.5 SOLS Trustee Council 3

10.6 Council Report **-** verbal report from J. Smith & J. Matheson: Budget process is on schedule to have final approval by end of March.

2023 – 31 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes,

Moved by P. Minor

Seconded by D. Davidson

CARRIED.

**11. BOARD EDUCATION**

11.1 Primary Board Responsibilities – Board Roles and Responsibilities Document

**12. CLOSED SESSION**

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

- *labour relations or employee negotiations*

2023 – 32 Motion – THAT the Perth East Public Library move into closed session at 7:51PM for the purpose(s) of: Exceptions Pursuant to Section 16.1 4(d) of the Public Libraries Act  *Labour relations or employee negotiations* Moved by M. Steffen Seconded by D. Davidson CARRIED.

2023 – 33 Motion – THAT the Perth East Public Library rise from closed session at 8:14PM and reconvene to the Regular Meeting of the Board. Moved by A. Fallis Seconded by M. Steffen CARRIED.

**13. BUSINESS ARISING FROM CLOSED SESSION**

13.1 Interim CEO

2023 – 34 Motion – THAT the PEPL Board direct the CEO and Board Chair to proceed with support from Human Resources Coordinator on extending offer for the position of Interim CEO.

Moved by M. Steffen

Seconded by J. Smith

CARRIED.

**14. NEW BUSINESS**

14.1 2022 Annual Report

2023 – 35 Motion – THAT the Perth East Public Library Board approve the 2022 Annual Report,

AND THAT copies are circulated to stakeholders.

Moved by J. Matheson

Seconded by P. Minor

CARRIED.

14.2 Privacy and Access to Information Policy

2023 – 36 Motion – THAT the Privacy and Access to Information Policy be reviewed and adopted, noting any revisions. Moved by J. Smith Seconded by A. Fallis CARRIED.

**15. ADJOURNMENT –** Next meeting is Tuesday, April 11, 2023 at 7:30PM

2023 – 37 Motion – THAT the Perth East Public Library Board adjourn at 8:43PM Moved by A. Fallis Seconded by P. Minor CARRIED.

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PEPL Board Chair, Laura Hallahan PEPL Board Secretary, Kendra Roth

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Date Date