



Perth East Public Library

Regular Meeting of the Board

Tuesday, November 8, 2022

7:30PM

Perth East Public Library

MEETING MINUTES

Board Members Present: Hugh McDermid, Laura Hallahan, Patrick Minor, Mark Steffen
Staff Present: Kendra Roth (CEO)
Township Staff Present: Mike Givens (CAO), Ruth-Anne Young (HR Coordinator)
Regrets: Lois Baillie, Sandy Riddell, Jerry Smith

1. CALL TO ORDER

Chairperson Hugh McDermid called the meeting to order at 7:26PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2022 – 107 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by M. Steffen

Seconded by P. Minor

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

The PEPL Board was in consensus to reorder the agenda and move Item No. 12 Closed Session and Item No. 13 Business Arising from Closed Session following Item No. 3 Disclosure of Pecuniary Interest.

12. CLOSED SESSION

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

- *Personal matters about an identifiable individual*

2022 – 108 Motion – THAT the Perth East Public Library move into closed session at 7:27PM 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 M. Steffen

Seconded by L. Hallahan

CARRIED.

2022 – 109 Motion – THAT the Perth East Public Library rise from closed session at 8:40PM and reconvene to the Regular Meeting of the Board.

Moved by P. Minor

Seconded by M. Steffen

CARRIED.

13. BUSINESS ARISING FROM CLOSED SESSION

2022-110 Motion – THAT the Perth East Public Library Board receive the subject-titled report Library Chief Executive Officer Job Description and Job Grade Evaluation dated November 8, 2022, prepared by the Township of Perth East Human Resources Coordinator for information;

AND FURTHER THAT

The Perth East Library Board endorse the Job Description as presented, the job grading as presented and the provision of health benefits and OMERS for the CEO role, conditional on budget approval.

4. MINUTES OF PREVIOUS MEETING

2022 – 111 Motion - THAT the minutes of the Regular Board Meeting of October 11, 2022 be approved as circulated.

Moved by M. Steffen

Seconded by P. Minor

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF October 11, 2022.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

No correspondence.

8. FINANCE REPORTS

8.1 Year-to-Date Reports

2022 – 112 Motion – THAT the un-audited October year-to-date reports be received as information.

Moved by P. Minor

Seconded by M. Steffen

CARRIED.

8.2 Accounts Payable

2022 – 113 Motion – THAT the October informal listing of Accounts Payable be received as information, AND THAT the CEO follow up with the Board to confirm the Hydro expense for the month of October.

Moved by L. Hallahan

Seconded by M. Steffen

CARRIED.

9. CEO'S REPORT

9.1 CEO's Report

2022 – 114 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen

Seconded by L. Hallahan

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; PCIN Board meeting scheduled for November 9, 2022.

10.5 SOLS Trustee Council 3 –

10.6 Council Report - verbal report from H. McDermid: Election was on October 24, 2022, and the inaugural Council meeting will be on Tuesday, November 15, 2022.

2022 – 115 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 M. Steffen

CARRIED.

11. BOARD EDUCATION

No Board Education. CEO expressed gratitude for the work of the Board during the past four years.

14. NEW BUSINESS

14.1 Market Review

2022 – 116 Motion – THAT the Perth east Public Library Board not proceed with a Market Review in 2022, AND THAT the project be considered in the future when the Township of Perth East completes a Market Review.

Moved by M. Steffen

Seconded by P. Minor

CARRIED.

14.2 Board Self Evaluation

2022 – 117 Motion – THAT the CEO brings a report back on the Board Self Evaluation 2022 submissions.

Moved by L. Hallahan

Seconded by M. Steffen

CARRIED.

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

2022 – 118 Motion – THAT the Perth East Public Library Board adjourn at 8:52PM

Moved by M. Steffen

Seconded by L. Hallahan

CARRIED.

PEPL Board Chair

PEPL Board Secretary

Date

Date