



# Perth East Public Library

## Regular Meeting of the Board

Tuesday, November 9, 2021, 7:30pm  
Electronic Meeting

### MEETING MINUTES

**Board Members Present:** Hugh McDermid, Jerry Smith, Laura Hallahan, Patrick Minor, Mark Steffen  
**Staff Present:** Kendra Roth (CEO)  
**Regrets:** Lois Baillie

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**1. CALL TO ORDER**

Chairperson Hugh McDermid called the meeting to order at 7:33 p.m.

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

2021 – 137 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by M. Steffen  
Seconded by L. Hallahan  
CARRIED.

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

There were no declarations of pecuniary interest.

**4. MINUTES OF PREVIOUS MEETING**

2021 – 138 Motion - THAT the minutes of the Regular Board Meeting of October 12, 2021 be approved as circulated.

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

**5. BUSINESS ARISING FROM MINUTES OF October 12, 2021**

There was no business arising from previous meeting.

**6. DELEGATIONS**

There were no delegations.

**7. CORRESPONDENCE**

There was no correspondence.

**8. FINANCE REPORTS**

**8.1 Year-to-Date Reports**

2021 – 139 Motion – THAT the un-audited October year-to-date reports be received as information.

Moved by L. Hallahan  
Seconded by P. Minor

CARRIED.

### 8.2 Accounts Payable

2021 – 140 Motion – THAT the October informal listing of Accounts Payable be received as information.

Moved by L. Hallahan

Seconded by P. Minor

CARRIED.

## 9. CEO'S REPORT

### 9.1 CEO's Report

2021-141 Motion – THAT the CEO's report be received as information.

Moved by M. Steffen

Seconded by P. Minor

CARRIED.

## 10. COMMITTEE REPORTS

10.1 Finance Committee – verbal report from K.Roth, L. Hallahan and P. Minor: 2022 Budget process is underway, draft budget to be presented to the Board at the December Board meeting.

10.2 Personnel Committee

10.3 Strategic Planning Committee

10.4 PCIN Board— meeting on Nov. 10, 2021

10.5 SOLS Trustee Council 3

10.6 Council Report -- verbal report from H. McDermid and J. Smith: Development Charges By-Law approved.

2021-142 Motion – THAT the verbal reports provided by members of the PEPL Board Committees to PEPL Board be received for information purposes.

Moved by M. Steffen

Seconded by L. Hallahan

CARRIED.

## 11. BOARD EDUCATION

“Creating Value by Linking to Municipal Priorities” – PowerPoint presentation

## 12. CLOSED SESSION

There was no Closed Session.

## 13. BUSINESS ARISING FROM CLOSED SESSION

No Business arising from closed session.

## 14. NEW BUSINESS

### 14.1 Fines Free Model

2021-143 Motion – THAT the PEPL Board receive the report entitled “Fines Free Model” dated November 9, 2021 prepared by the CEO for information;

AND THAT the Perth East Public Library Board approves overdue fines free for all patrons for regular collection materials as of January 1, 2022, updating relevant policies to reflect this change, with the option to review after a year.

Moved by H. McDermid  
Seconded by M. Steffen  
CARRIED.

**14.2 Circulation Policy Review**

2021-144 Motion – THAT the Circulation Policy be reviewed and adopted noting any changes.

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

**14.3 Board Evaluation Policy Review**

2021-145 Motion – THAT the Board Evaluation Policy be reviewed and adopted noting any changes.

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

**15. ADJOURNMENT:**

2021-146 Motion – THAT the PEPL Board adjourn at 8:38 p.m.

Moved by P. Minor  
Seconded by M. Steffen  
CARRIED.

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PEPL Board Chair

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PEPL Board Secretary

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Date

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Date