



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
October 13, 2020 7:30pm
Via ZOOM

1. Call to Order

M. Kipfer

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

Recommendation – THAT the minutes of the Board Meeting of September 8, 2020 be approved as circulated.

5. Business Arising from Minutes of September 8, 2020.

5.1 Program Room Usage – correspondence attached.

Recommendation – that the Board reassesses the use of the Program Room for Karate and other purposes based on the current COVID-19 circumstances.

5.2 COVID-19 Computer Appointments and Browsing Policy

Recommendation – that the Board reviews the changes made to the COVID-19 Computer Appointments and Browsing Policy

5.3 VLAN costs – verbal report from CEO

Recommendation – that the Board receives the updated details on the ongoing VLAN costs as information.

6. Delegations

7. Correspondence

7.1 Optimist Club – thank you card for book donation.

Recommendation – to receive correspondence as information.

7.2 City of Stratford – PLOW Van Purchase Tax Rebate

Recommendation – to receive correspondence as information.

7.3 Maggie Martin, Transit Project Coordinator – PC Connect bus stop at PEPL.

Recommendation – to receive correspondence as information.

7.4 Milverton Business Association – Christmas on Main 2020

Recommendation – to receive correspondence as information.

7.5 Halee McCann – 2020 CATYO Event – Virtual

Recommendation – to receive correspondence as information.

7.6 Community Emergency Support Fund – 2nd round of funding, application open.

Recommendation – to receive correspondence as information.

8. Finance Report

8.1 Year-to-Date Reports

Recommendation – THAT the un-audited September Year-to-Date Reports be received as information.

8.2 Accounts Payable

Recommendation – THAT the September 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 – verbal report from CEO

10.5 SOLS Trustee Council 3

10.6 Council Report -- verbal report from H. McDermid and J. Smith

11. Board Education

12. Closed Session Report

13. New Business

13.1 Policy Review – Circulation Policy

Recommendation – that the Circulation Policy be reviewed and adopted noting any changes.

13.2 Policy Review – Delegations

Recommendation – that the Delegations Policy be reviewed and adopted noting any changes.

13.3 Policy Review – Inclement Weather

Recommendation – that the Inclement Weather Policy be reviewed and adopted noting any changes.

14. Adjournment

Next meeting Tuesday, November 10th at 7:30pm at Perth East Public Library.

8.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

September 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672		#DIV/0! 2019 Connectivity Reimbursement for internet
9-750-120-1015 Library - Young Canada Works Summ		-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	-246.00	-1,500.00	-1,254	16.40%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Gra	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-2,540.87	-4,200.00	-1,659	60.50%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-688.72	-5,100.00	-4,411	13.50%	
9-750-120-4095 Library - Used Book Sales	-444.65	-600.00	-155	74.11%	
9-750-120-7005 Library - Friends of the Library Dona	-135.85	-1,200.00	-1,064	11.32%	
9-750-120-7015 Library - Reading Programs	-272.76	-560.00	-287	48.71%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-273,942.29	-309,890.44	-35,948	88.40%	
NET	-273,942.29	-309,890.44	-35,948	88.40%	

8.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

September 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass Cr	1,648.51	662.00	-987	249.02%	Library flowerbed project
9-750-202-2020 Library - General Salaries	80,943.40	162,423.00	81,480	49.83%	
9-750-202-2025 Library - General Payroll Benefits	10,084.64	21,289.00	11,204	47.37%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	13.25	800.00	787	1.66%	
9-750-210-3015 Library - Shipping and Postage	110.98	400.00	289	27.75%	
9-750-210-3020 Library - Telephone	1,045.02	1,460.50	415	71.55%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	1,796.05	2,700.00	904	66.52%	
9-750-210-3050 Library - Computer Software & Servic	1,281.04	2,344.30	1,063	54.64%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	291.75	540.00	248	54.03%	
9-750-210-3080 Library - Memberships and Educatio	929.10	900.00	-29	103.23%	Yearly Staff WHIMIS training (not budgeted for)
9-750-210-3145 Library - PCIN Contract	46,952.00	45,419.00	-1,533	103.38%	
9-750-210-3150 Library - Book Processing	5,739.26	6,800.00	1,061	84.40%	
9-750-210-3155 Library - Books and References	8,516.63	19,935.00	11,418	42.72%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	2,814.96	3,775.00	960	74.57%	
9-750-210-4050 Library - Videos and Audios	4,633.84	7,605.00	2,971	60.93%	
9-750-310-1570 Library - Advertising and Promotion	205.55	350.00	144	58.73%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	490.83	1,020.00	529	48.12%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	957.82	1,796.00	838	53.33%	
9-750-500-4005 Library - Water and Sewage	664.71	1,000.00	335	66.47%	
9-750-500-4010 Library - Hydro	2,374.15	6,121.00	3,747	38.79%	
9-750-500-4015 Library - Propane/Natural Gas	2,656.74	4,591.00	1,934	57.87%	
9-750-500-4025 Library - Building Maintenance	27,289.41	28,016.00	727	97.41%	
9-750-500-4095 Library - Mat Rental	196.98	740.00	543	26.62%	
9-750-700-3150 Library-Health and Safety-Materials	4,375.73		-4,376		#DIV/0! COVID-19 related costs
9-750-886-3050 Library Computer Purchase		3,200.00	3,200		
9-750-887-3500 Library - Furniture and Fixtures	1,513.05	749.00	-764	202.01%	
Total EXPENSES	216,982.50	338,198.91	121,216	64.16%	
NET	216,982.50	338,198.91	121,216	64.16%	

8.2 Informal Listings of Accounts Payable

Accounts Payable

September 2020

Date	Company/Description	Amount
Sept. 1	Hydro	501.89
	Creative Bag (paper bags, VISA)	72.04
Sept. 8	Innovative (bookmarks for curbside)	203.38
Sept.9	LSC	224.67
Sept.10	Amazon (office supplies, VISA)	32.90
	Fletcher's Landscaping	1830.60
Sept.15	Enbridge (natural gas)	49.57
Sept.16	Mornington Communications	549.45
	CDW (UPS, VISA)	290.08
	Amazon (office supplies, VISA)	24.22
	PBJ Depot (paper)	56.49
Sept.23	Hydro	400.01
Sept.24	Heather's Nosh & Nibbles (10 th anniversary)	200.00
Sept.28	LSC	910.25
	Public Web Browser renewal (VISA)	125.00
	<u>TOTAL:</u>	<u>5,470.55</u>