



Perth East Public Library

Regular Meeting of the Board

Tuesday, October 11, 2022

7:30PM

Perth East Public Library

MEETING MINUTES

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

1. CALL TO ORDER

Chairperson Hugh McDermid called the meeting to order at 7:32PM

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2022 – 98 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by P. Minor
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

2022 – 99 Motion - THAT the minutes of the Regular Board Meeting of September 13, 2022 be approved as circulated.

Moved by J. Smith
Seconded by L. Hallahan
CARRIED.

5. BUSINESS ARISING FROM MINUTES OF September 13, 2022.

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

No correspondence.

8. FINANCE REPORTS

8.1 Year-to-Date Reports

Members inquired about the PCIN Contract and HR Contract budget lines.

2022 – 100 Motion – THAT the un-audited September year-to-date reports be received as information.

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

8.2 Accounts Payable

Members inquired about Library Bound Incorporated and the processing & cataloguing fees. The CEO reviewed the cataloguing and processing of library materials, and showed board members the new smart barcodes that are now on library materials.

2022 – 101 Motion – THAT the September informal listing of Accounts Payable be received as information.

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

9. CEO'S REPORT

9.1 CEO's Report

2022 – 102 Motion – THAT the CEO's report be received as information.

Moved by L. Baillie
Seconded by P. Minor
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 October 12, 2022.

10.5 SOLS Trustee Council 3 –

10.6 Council Report - verbal report from J. Smith: Council meets on October 18, 2022. Fire prevention week, events will be at each fire station location.

2022 – 103 Motion – THAT the verbal reports provided by members of the committees to PEPL Board be received for information purposes,

Moved by J. Smith
Seconded by M. Steffen
CARRIED.

11. BOARD EDUCATION

CEO reviewed the appointment process of board members to the library board.

12. CLOSED SESSION

No closed session.

13. BUSINESS ARISING FROM CLOSED SESSION

14. NEW BUSINESS

14.1 Draft PEPL Board 2022 Legacy Document

2022 – 104 Motion – THAT the Board approve the PEPL Board 2022 Legacy Document for circulation.

Moved by P. Minor
Seconded by J. Smith

CARRIED.

14.2 2023 Meeting Schedule

2022 – 105 Motion – THAT the Board approve the 2023 meeting schedule, noting the revisions for the January and July 2023 meetings.

Moved by L. Hallahan

Seconded by M. Steffen

CARRIED.

15. **ADJOURNMENT** – Next meeting is Tuesday, November 8, 2022 at 7:30PM

2022 – 106 Motion – THAT the Perth East Public Library Board adjourn at 8:04PM

Moved by P. Minor

Seconded by L. Hallahan

CARRIED.

PEPL Board Chair

PEPL Board Secretary

Date

Date