



Perth East Public Library

Regular Meeting of the Board

Tuesday, September 14, 2021 7:30pm
Electronic Meeting

MEETING MINUTES

Board Members Present: Hugh McDermid, Jerry Smith, Laura Hallahan, Patrick Minor, Alexis Richards, Mark Steffen
Staff Present: Kendra Roth (CEO)
Others Present: Erin Stephens, Consultant, H2R Business Solutions left the meeting at 8:30 p.m.
Regrets: Lois Baillie

1. CALL TO ORDER

Chairperson Hugh McDermid called the meeting to order at 7:32 p.m.

2. ADDITIONS TO and APPROVAL OF THE AGENDA

2021 – 110 Motion – THAT the Agenda be approved noting any additions, changes or deletions.

Moved by L. Hallahan

Seconded by A. Richards

CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST and the general nature thereof

There were no declarations of pecuniary interest.

PEPL Board were in consensus to reorder the agenda and move Item No. 12 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

2021 – 111 Motion – THAT the Perth East Public Library move into closed session at 7:34p.m. 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 J. Smith

CARRIED.

2021 – 112 Motion – THAT the Perth East Public Library rise from closed session at 8:37p.m. and reconvene to the Regular Meeting of the Board.

Moved by M. Steffen

Seconded by A. Richards

CARRIED.

4. MINUTES OF PREVIOUS MEETING

2021 – 113 Motion - THAT the minutes of the Regular Board Meeting of July 12, 2021 be approved as circulated.

Moved by L. Hallahan

Seconded by P. Minor

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF JULY12, 2021

There was no business arising from

6. DELEGATIONS

There were no delegations.

7. CORRESPONDENCE

[7.1 FOPL – Updates & Vaccination Passport](#)

[7.2 LSC – Letter from new CEO](#)

2021 – 114 Motion – THAT the correspondence be received as information.

Moved by J. Smith

Seconded by M. Steffen

CARRIED.

8. FINANCE REPORTS

[8.1 Year-to-Date Reports](#)

2021 – 115 Motion – THAT the un-audited August year-to-date reports be received as information.

Moved by A. Richards

Seconded by L. Hallahan

CARRIED.

[8.2 Accounts Payable](#)

2021 – 116 Motion – THAT the July and August informal listing of Accounts Payable be received as information.

Moved by J. Smith

Seconded by A. Richards

CARRIED.

9. CEO'S REPORT

[9.1 CEO's Report](#)

2021-117 Motion – THAT the CEO's report be received as information.

Moved by A. Richards

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](#)— K. Roth updated that the Board is meeting Wednesday, September 15, 2021

[10.5 SOLS Trustee Council 3](#)

[10.6 Council Report](#) -- verbal report from H. McDermid and J. Smith: building department is busy, Township busy with day to day operations.

2021-118 Motion – THAT the verbal reports provided by members of the PEPL Board Committees to PEPL Board be received for information purposes.

Moved by A. Richards

Seconded by M. Steffen

CARRIED.

11. BOARD EDUCATION

There was no board education included.

13. BUSINESS ARISING FROM CLOSED SESSION

[13.1 Correspondence/Reports](#)

2021-119 Motion – THAT the PEPL Board receive the correspondence and report as information.

Moved by J. Smith

Seconded by A. Richards

CARRIED.

[13.2 HR Consulting](#)

2021-120 Motion – THAT the PEPL Board move forward with the following recommendations:

1. Communication Plan
2. Onboarding Program
3. Organization Structure between Township and Library Board

Moved by A. Richards

Seconded L. Hallahan

CARRIED.

14. NEW BUSINESS

[14.1 YMCA Memorandum of Understanding](#)

2021-121 Motion – THAT the PEPL Board partner with YMCA of Three Rivers, Immigrant Services by signing the Memorandum of Understanding on a one-year basis.

Moved by M. Steffen

Seconded by J. Smith

CARRIED.

[14.2 2022 PEPL Board Meeting Schedule](#)

2021-122 Motion – THAT the PEPL Board approve the 2022 Regular Perth East Public Library Board Meeting Schedule.

Moved by J. Smith

Seconded by P. Minor

CARRIED.

[14.3 Free Printing Services – Government Documents](#)

2021-123 Motion – THAT the PEPL Board approve free printing services of Government documents, including proof of vaccination.

Moved by J. Smith

Seconded by M. Steffen

CARRIED.

15. ADJOURNMENT:

2021-124 Motion – THAT the PEPL Board adjourn at 9:10 p.m.

Moved by A. Richards

Seconded by L. Hallahan

CARRIED.

PEPL Board Chair

PEPL Board Secretary

Date

Date