

**PERTH EAST PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD**

September 8, 2020 7:30pm  
Perth East Public Library

**MEETING MINUTES**

**Present:** Mackenzie Kipfer, Tammy Gerber, Laura Hallahan, Hugh McDermid, Lois Baillie, Patrick Minor, Allie Fallis  
**Regrets:** Jerry Smith

---

1. **CALL TO ORDER:** Chairperson Mackenzie Kipfer called the meeting to order at Perth East Public Library at 7:30pm.

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

**2020-52 Motion** to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by P. Minor  
Seconded by T. Gerber  
CARRIED.

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

There were no declarations of pecuniary interest.

4. **MINUTES OF PREVIOUS MEETING**

**2020-53 Motion** to accept the recommendation that the minutes of the Board Meeting of July 14, 2020 be approved as circulated.

Forwarded by H. McDermid  
Seconded by L. Baillie  
CARRIED.

5. **BUSINESS ARISING FROM MINUTES OF July 14, 2020.**

None.

6. **DELEGATIONS**

None.

7. **CORRESPONDENCE**

7.1 **Mornington Communications** – VLAN installation and ongoing monthly charge

7.2 **Community Emergency Fund** – grant of \$500 awarded to cover costs related to re-opening.

7.3 **2020-2021 PLOG Complete** – annual PLOG operating grant received.

**2020-54 Motion** to receive correspondence for information.

Forwarded by L. Hallahan  
Seconded by T. Gerber  
CARRIED.

8. **FINANCE REPORT**

8.1 **Year-to-Date Reports**

**2020-55 Motion** that the un-audited July and August Year-to-Date Reports be received as information.

Forwarded by P. Minor  
Seconded by H. McDermid  
CARRIED.

8.2 **Accounts Payable**

**2020-56 Motion** – that the July and August informal listing of Accounts Payable be received as information.

Forwarded by L. Baillie  
Seconded by T. Gerber  
CARRIED.

9. **CEO's REPORTS**

9.1 **CEO's Report**

**2020-57 Motion** to receive the CEO's report as information.

Forwarded by T. Gerber  
Seconded by L. Hallahan

CARRIED.

**10. COMMITTEE REPORTS**

- 10.1 **Finance Committee** – no report.
- 10.2 **Personnel Committee** – no report.
- 10.3 **Strategic Planning Committee** – no report.
- 10.4 **PCIN Board** – no report, next meeting Wednesday, Sept.9 @ 6:30pm.
- 10.5 **SOLS Trustee Council 3** – no report.
- 10.6 **Council Report** – verbal report from H. McDermid and J. Smith

**11. BOARD EDUCATION**

None.

**12. CLOSED SESSION REPORT**

None.

**13. NEW BUSINESS**

**13.1 Program Room Rental Inquiries**

**2020-58 Motion** THAT the Board receive the report titled “Program Room Rental Inquiries” as information, AND THAT the Board declines the use of the program room to outside parties and re-evaluate the use of the room on a monthly basis.

Forwarded by T. Gerber  
Seconded by P. Minor  
CARRIED.

**13.2 Policy Review: COVID-19 Computer Appointments and Browsing Policy**

**2020-59 Motion** THAT the Board receive the policy titled “COVID-19 Computer Appointments and Browsing Policy” as information, AND THAT it be accepted as official policy.

Forwarded by H. McDermid  
Seconded by L. Hallahan  
CARRIED.

**14. ADJOURNMENT** – next meeting Tuesday, October 13th at 7:30pm at Perth East Public Library.

**2020-60 Motion** to adjourn.

Forwarded by T. Gerber

---

Mackenzie Kipfer, Chair

---

Date