



Board Meeting Minutes

Date and Time:	Tuesday, October 26, 2021
Location:	Zoom
Present:	Allison Schultz, Bert Vorstenbosch Jr., Jacqueline Timmermans, Jesse Britton, John Mogk, Kim Wolf
Regrets:	Annamarie Murray, Anne Melady
Staff Present:	Rosemary Minnella

*The Mission of the West Perth Public Library
is to promote literacy and the lifelong love of reading and learning*

1. Call to Order

Jesse Britton, Chair, called the meeting to order at 6:35pm.

2. Approval of the Agenda

Moved by: Allison Schultz

Seconded by: Bert Vorstenbosch Jr.

That the Agenda is accepted as presented.

Carried 35-2021

3. Declarations of Conflicts of Interest

No conflicts of interest are declared.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on September 28, 2021.

Moved by: Jacqueline Timmermans

Seconded by: John Mogk

That Consent Agenda: Board minutes of September 28, 2021 are approved.

Carried 36-2021

5. Business Arising

5.1. 2021 Capital projects update

The CEO office relocation has received a quote from an additional vendor, as the previously selected vendor has not been reachable. A vendor to install new service countertops will also be sending the Library a quote for consideration shortly. The Board has requested updated quotes for both projects and for new carpet, in addition to quotes for interior paint for the Library.

6. New Business

6.1. Strategic Plan 2022-2026: Planning process

The Library CEO presents a proposed outline of the strategic planning process:

- Phase One begins with research of community demographics and library trends;
- Phase Two includes community consultations;
- Phase Three is the evaluation of the information gathered;
- Phase Four is the creation of the Strategic Plan.

Board members agree to begin Phase One in January 2022, with the completed Plan to be ready by the end of the year. Library strategic plans generally span the length of a Municipal Council term.

Moved by: John Mogk

Seconded by: Allison Schultz

That the Strategic Planning process comprised of four phases will begin in January 2022.

Carried 37-2021

7. Policies/Plans

7.1. Code of Conduct

The Library's Code of Conduct outlines the responsibilities of visitors and users regarding respectful behaviour inside the building toward others, and toward library materials and equipment, for everyone's comfort, enjoyment, and safety.

7.2. Community Information and Displays

This policy outlines the Library's parameters regarding which information and promotional materials from outside organizations may be displayed and distributed within the building.

7.3. Confidentiality and the Protection of Privacy

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, 1990 (MFIPPA) and the *Public Libraries Act*, 1990, West Perth Public Library staff and volunteers protect the confidentiality of library records. Personal information is collected and used only for the purposes intended, accessed in staff areas, retained only as long as necessary, and deleted according to the Library's Records Management procedure.

7.4. Programming and Community Partnerships

Current pandemic restrictions permit the use of library programming and meeting spaces with masks except for medical exemptions, physical distancing, and proof of vaccinations in accordance with the *Reopening Ontario Act*, 2020. Proof of vaccinations are not required to enter the building for browsing, borrowing, or computer use.

This policy outlines the parameters for both program development and delivery for in-house activities, outreach opportunities, and for local partnerships to make the best use of community resources and expertise for residents in a wide range of topics of interest.

All policies are publicly available on the Library's website under 'About WPPL'.

8. Information Items

8.1. Monthly Statistics Report

Monthly library operating statistics for September are presented for information.

8.2. Monthly Financial Report

Monthly operating statistics from the municipal Finance Department are presented for information.

9. Other

No other agenda items are discussed.

10. Next Meeting

Tuesday, November 23, 2021. 6:30pm. Zoom.

11. Adjournment

Moved by: Allison Schultz

Seconded by: Jacqueline Timmermans

That we do now adjourn: 7:39pm

Carried 38-2021

Jesse Britton, Chair