



Board Meeting Minutes

Date and Time:	Tuesday, June 28, 2022
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Allison Shultz, Anne Melady, Annamarie Murray, Bert Vorstenbosch Jr., Jesse Britton, Kim Wolf (via Zoom)
Regrets:	John Mogk, Jacqueline Timmermans
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, calls the meeting to order at 6:34pm.

2. Approval of the Agenda

The Library CEO requests that an agenda item be added under Policies/Plans
7.4 Policy language updates.

Moved by: Annamarie Murray

Seconded by: Allison Shultz

That the Agenda is amended to include **7.4 Policy language updates.**

Carried 18-2022

3. Declarations of Conflicts of Interest

Bert Vorstenbosch Jr. declares a conflict of interest regarding item 8.3 Monthly Financial Report.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on April 26, 2022.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Anne Melady

That the Consent Agenda: Board minutes of April 26, 2022 is approved.

Carried 19-2022

5. Business Arising

5.1. Capital projects update

New carpet installation and interior painting are slated for summer completion.

The CEO is in the process of confirming timelines with each vendor.

5.2. 'Strategic Planning process – Phase 4: Community Consultations' update

A community 'Your Interests' survey is circulating in the Library, at programs and events, on its website, and through its social media sites. Questions focus on the personal interests and aspirations of participants, in order to determine community priorities regarding library programs, services, and collections. These priorities will be considered during Board discussions later this year to determine the Library's strategic mission, vision, values, and priorities for the next four years. BIA Bucks from the Mitchell Business Improvement Area will be a draw prize for participants in the 'Your Interests' strategic planning survey. The survey will run for the duration of the summer, with the draw prize awarded in September.

6. New Business

6.1. Lions Club Donation

The Mitchell Lions Club recently hosted a fundraiser, and chose to donate half the proceeds—\$1600—to West Perth Public Library's operating program expenses. The donation was presented to Library Board Chair, Jesse Britton, on Saturday, June 11, 2022 at the monthly 'Read to the Animals' family program at Mitchell Lions Park.

The Library CEO requests that the Mitchell Lions Club donation be added to a library reserve fund to make it available beyond December 2022.

Moved by: Anne Melady

Seconded by: Bert Vorstenbosch Jr.

That the Mitchell Lions Club donation is added to a library reserve fund to make it available beyond December 2022.

Carried 20-2022

6.2. PCIN Board membership

The PCIN Board is comprised of two Board members from each of the five Perth County library systems. Anne Melady is no longer available to sit on the PCIN Board, and the West Perth Public Library Board must select a second representative.

Library Board member Kim Wolf expresses an interest, and is selected as the new PCIN Board representative from West Perth.

6.3. Library staffing

West Perth Public Library has reallocated part-time hours from a vacant Library Programmer position to the two existing Library Programmers. This change—taking place on August 1, 2022—does not affect the programs offered, nor does it affect the Library’s hours of operation.

7. Policies/Plans

7.1. Intellectual Freedom

7.2. Use of Technology

These library policies are presented to the Board for questions and updates. No updates are recommended.

7.3. Donations, Sponsorships and Fundraising—with Donation

Acknowledgement form

This new policy outlines the parameters within which West Perth Public Library may accept in-kind and monetary donations. The Donation Acknowledgement form is used for records management purposes regarding donation types, value, intended usage, and donor information.

Moved by: Allison Shultz

Seconded by: Anne Melady

That the *Donations, Sponsorships and Fundraising* policy, and Donation Acknowledgement form, are accepted as written and posted on the Library’s website for public information.

Carried 21-2022

7.4. Policy language updates

In accordance with West Perth Public Library’s *Diversity and Inclusion* policy, the

Library CEO proposes to update all library policies and forms with gender-neutral pronouns and inclusive language.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Annamarie Murray

That all West Perth Public Library policies and forms are updated with gender-neutral pronouns and inclusive language.

Carried 22-2022

8. Information Items

8.1. Job evaluation and compensation system

West Perth Public Library operates under a Memorandum of Understanding with the Municipality of West Perth, outlining the services provided to the Library, which include Human Resources assistance; this assistance encompasses salary assessment and payroll procedures. Salaries are determined by a third-party company that evaluates job duties and assigns points to levels of responsibility. These points correspond with existing salary bands for all municipal and library employees.

8.2. Monthly Statistics Reports—April and May

Library operating statistics for April and May 2022 are distributed for information.

8.3. Monthly Financial Reports—April and May

Library financial reports for April and May 2022 are distributed for information.

9. Other

No other agenda items are discussed.

10. Next Meeting

Tuesday, September 27, 2022. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Allison Shultz

That we do now adjourn: 7:20pm

Carried 23-2022

Jesse Britton, Chair