

West Perth Public Library Board Meeting Minutes

Date and Time:	January 26, 2021. 6:30pm
Location:	Zoom
Present:	Allison Shultz, Annamarie Murray, Anne Melady, Bert Vorstenbosch Jr., Jacqueline Timmermans, Jesse Britton, John Mogk, Kim Wolf, Sydney Wettlaufer
Staff Present:	Rosemary Minnella

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

Welcome Allison, Kim, and Sydney!

New Board members were welcomed to the meeting, and introduced themselves to other members.

1. Call to Order

Bert Vorstenbosch Jr., Acting Chair, called the meeting to order at 6:34pm.

2. Election of Board Chair

Elections were held for a new Chair and Vice Chair of the West Perth Public Library Board, to complete the current Board term to 2022.

Jesse Britton was nominated as Chair.

Moved by: Annamarie Murray.

Seconded by: Bert Vorstenbosch Jr.

That Jesse Britton is the new Board Chair.

Carried 1-2021

Jacqueline Timmermans was nominated as Vice Chair.

Moved by: Annamarie Murray.

Seconded by: Anne Melady.

That Jacqueline Timmermans is the new Board Vice Chair.

Carried 2-2021

3. Declarations of Conflicts of Interest

Jacqueline Timmermans declared a conflict of interest regarding the Library Logo discussion under Business Arising 6.2, and abstained from participation.

4. Approval of the Agenda

Moved by: Bert Vorstenbosch Jr.

Seconded by: Anne Melady

That the Agenda is accepted.

Carried 3-2021

5. Consent Agenda

Approval of the Board Minutes of Meeting held on November 24, 2020.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Anne Melady

That Consent Agenda: Board minutes of November 24, 2020 are approved.

Carried 4-2021

6. Business Arising

6.1. Hours of Operation and Staffing Complement

Deferred to the February 23, 2021 meeting in consideration of municipal budget decisions.

Moved by: Annamarie Murray

That 6.1 Hours of Operation and Staffing Complement is deferred.

Carried 5-2021

6.2. Recommendation for Library logo

Vendor pricing was discussed, along with customer feedback and reviews. Of the local designers under consideration, one was selected, and the Library CEO will inform the successful candidate to begin the design process.

Approval of a graphic designer for the new Library logo.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Annamarie Murray

That a graphic designer for the new Library logo is selected and approved.

Carried 6-2021

6.3. Recommendations for Capital Projects

Deferred to the February 23, 2021 meeting in consideration of municipal budget decisions.

Moved by: Annamarie Murray

That 6.3 Recommendations for Capital Projects is deferred.

Carried 7-2021

7. New Business

7.1. 2021 Library Board meeting schedule

Library Board meetings will continue to be held on the fourth Tuesday of each month—except July, August, December—at 6:30pm. Meetings will be held virtually until further notice. Additional meeting dates may be set as needed.

Moved by: Allison Shultz

Seconded by: Anne Melady

That the 2021 Library Board meeting schedule is approved.

Carried 8-2021

8. Board By-law and Policy Approvals

8.1. Library Board member Job Description

A Library Board member job description outlining key duties and responsibilities was presented for consideration. Board members will review the job description and discuss for approval at the next meeting.

Moved by: Bert Vorstenbosch Jr.

That 8.1 Library Board member Job Description is deferred.

Carried 9-2021

8.2. BL-02 Amendment of By-laws

Board By-law 02 has no new updates at this time.

8.3. BL-05 Powers and Duties of the Board

Board By-law 05 has no new updates at this time.

The Board has recommended that the Board by-laws be consolidated into one document.

Moved by: Allison Shultz

Seconded by: Jacqueline Timmermans

That the consolidation of Board by-laws into one document is approved.
Carried 10-2021

9. Information Items

9.1. Monthly Statistics Report

The Library's monthly statistics report for 2020 was reviewed for discussion. Overall circulation of physical items decreased by almost 50% in 2020 as compared to previous years due to pandemic restrictions, though statistics for borrowing downloadable items rose by more than 70%. Circulation numbers are expected to increase once pandemic restrictions are lifted, at which point in-house programming and community engagement will resume, as well.

10. Other

10.1. Retirement gift

A retirement gift was discussed for Charles Fitzsimmons, the former Library Board Chair, who retired at the end of December 2020 after twenty-four years of public service. Jesse Britton will investigate options.

11. Next Meeting

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

12. Adjournment

Moved by: Jacqueline Timmerman

Seconded by: John Mogk

That we do now adjourn: 7:44pm

Carried 11-2021

Jesse Britton, Chair