

West Perth Public Library

Board Meeting Minutes

Date and Time:	Tuesday, February 23, 2021. 6:30pm
Location:	Zoom
Present:	Allison Shultz, Annamarie Murray, Bert Vorstenbosch Jr., Jacqueline Timmermans, Jesse Britton, John Mogk, Kim Wolf, Sydney Wettlaufer
Regrets:	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 6:31pm.

2. Declarations of Conflicts of Interest

No conflicts of interest were declared.

3. Approval of the Agenda

Moved by: Jacqueline Timmermans
Seconded by: Bert Vorstenbosch Jr.
That the Agenda is approved.
Carried 12-2021

4. Consent Agenda

Approval of the Board Minutes of Meeting held on January 26, 2021.
Moved by: Kim Wolf
Seconded by: Allison Shultz
That the Board Minutes of the January 26, 2021 meeting are approved as amended.

Carried 13-2021

5. Business Arising

5.1. Board member job description

A Library Board member job description had been distributed for review prior to the meeting, and was approved for current consultation, and future recruitment purposes.

Moved by: Annamarie Murray

Seconded by: Sydney Wettlaufer

That the Board member job description is approved as written.

Carried 14-2021

5.2. Library logo

Board members had a robust conversation of the elements to be included in the Library's new logo, to convey a message of excitement, welcome, community service, equality, and learning. Elements such as shapes, images, colours, and words were discussed after reviewing other Library logos from across the country, in addition to the Municipality of West Perth's logo. All input will be forwarded to the graphic designer for consideration in creating design proofs for the Board's review. The completed logo will appear on all Library promotional materials, in-house signage and documents, the website, and social media accounts.

5.3. 2021 Budget

Budget conversations for 2021 have not yet been scheduled with Municipal Council. The Board passed a motion to request an increase in the number of Library staff to support health and safety practices, to extend open hours, and to fulfill Library and Municipal strategic planning initiatives such as community partnerships and engagement, and program offerings for all ages.

The Board also had passed a motion in November 2020 to eliminate overdue Library fines, recognizing them as a financial barrier to service for many in the community.

The Board Chair will be invited to the Library's 2021 budget presentation.

Moved by: Kim Wolf

Seconded by: Allison Shultz

That the Library's 2021 Budget proposal to Council is approved for submission.

Carried 15-2021

6. New Business

6.1. Ontario Library Service Board

In January 2021, the Ontario Library Service—soon to be the amalgamation of the Southern Ontario Library Service and Ontario Library Service-North—sent a letter to the Library Board Chair requesting one representative from West Perth to sit on the Ontario Library Service (OLS) Board. The OLS Board, comprised of library representatives from municipalities across the province, discusses issues pertaining to advocacy and governance in Ontario public libraries at semi-annual meetings, and as needed.

Jesse Britton, Library Board Chair, will represent West Perth on the OLS Board as of April 1, 2021.

6.2. Indigenous land acknowledgement

As part of recommendations from the Truth and Reconciliation Commission, West Perth Public Library is establishing a land acknowledgement to honour the ancestral lands on which the building resides. Various First Nations have been contacted to confirm the community's Indigenous history, and appropriate wording to be used in the acknowledgement. The Library will move ahead with posting and using the land acknowledgement once wording has been confirmed.

6.3. Website

The Library's website will move to a new digital platform in the coming weeks with a responsive interface. Library policies and other information is currently being updated for the new site.

7. Policy Reviews

7.1. Board by-laws

Library Board by-laws, based on municipal and provincial legislation directly pertaining to Ontario public library Boards' functions and duties, have been amalgamated into one document, to be posted on the Library website. By-laws include the following:

- Statement of Authorities, Powers, and Duties
- Amendments of By-laws
- Composition of the Board
- Meetings of the Board
- Powers and Duties of the Board

7.2. Board policies

Library Board policies pertaining to Library advocacy and governance have been amalgamated into one document, to be posted on the Library website. Board policies include the following:

- Purpose of the Board
- Duties and Responsibilities of Individual Board Members
- Committees of the Board
- Board Orientation and Training
- Advocacy
- Planning
- Policy Development
- Evaluation of the CEO

8. Information Items

8.1. Monthly Statistics Report

Usage statistics for January 2021 were received for information.

9. Other

No other agenda items were discussed.

10. Next Meeting

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

11. Adjournment

Moved by: Bert Vorstenbosch Jr.

That we do now adjourn: 7:39pm

Carried 16-2021

Jesse Britton, Chair