

West Perth Public Library

Board Meeting Minutes

Date and Time:	Tuesday, March 23, 2021. 6:30pm
Location:	Zoom
Present:	Allison Shultz, Annamarie Murray, Anne Melady, Bert Vorstenbosch Jr., Jesse Britton, John Mogk, Kim Wolf, Sydney Wettlaufer
Regrets:	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, called the meeting to order at 6:35pm.

2. Approval of the Agenda

Moved by: Kim Wolf

Seconded by: Anne Melady

That the Agenda is approved.

Carried 17-2021

3. Declarations of Conflicts of Interest

No conflicts of interest declared.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on February 23, 2021.

Moved by: Allison Shultz

Seconded by: Sydney Wettlaufer

That the Board Minutes of the February 23, 2021 meeting are approved.

Carried 18-2021

5. Business Arising

5.1. Library logo

Snyders Graphics is working on three unique logo designs for the Library, and will prepare them for the Board's review when they are ready.

5.2. Library website

The Library's new website went live on March 22, with a new address: www.westperthpl.ca. Features include a platform that is screen-responsive, accessible colour contrasts and fonts, and no moving images in deference to the inconsistent bandwidth available throughout West Perth. The site will continue to be populated with library policies, resources, events, and programs, with no changes to the catalogue layout.

5.3. Indigenous land acknowledgement

The Board Chair is consulting with a First Nations Elder to capture the spirit of the Truth and Reconciliation recommendations in the wording of a land acknowledgement for West Perth, to make it meaningful to the local community. Wording for an Indigenous land acknowledgement will be presented to the Board upon completion, and will be posted on the Library's website at that time.

5.4. 2021 Budget

The Library will present its 2021 budget proposal to Municipal Council on March 24.

5.4.1. Library van

The delivery van used to transport materials between PCIN libraries has been in a traffic accident, and West Perth Public Library's portion of the repairs is \$6004. The van should be road-ready in April, and a delivery van is currently on loan to continue with deliveries in the meantime.

6. New Business

6.1. AODA training video

Employees, volunteers, and other workers in public buildings are required to undergo accessibility training in order to understand their roles and responsibilities under the *Accessibility for Ontarians with Disabilities Act, 2005*. Board members who have not yet taken the training have been provided a link to an online video to meet this requirement.

6.2. Dr. Seuss books

There are six Dr. Seuss books that will no longer be published due to racially

insensitive language and/or images, according to the late author's estate. The PCIN libraries are currently reviewing all six titles to determine next steps, in accordance with collection development and intellectual freedom policies.

7. Policy Reviews

7.1. Collections

The Library's *Collections* policy identifies the responsibility for collection development and maintenance, both to provide materials that are balanced and broad in reflecting differing points of view, and to meet the literacy needs of the community. This policy includes decision-making regarding purchased materials, gifts and donations, community requests, and the withdrawal of items, in accordance with the Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#).

7.2. Health and Safety

As mandated in Ontario's *Occupational Health and Safety Act*, West Perth Public Library's policy outlines the legislated requirements of the Library as an employer, the rights of workers, and the roles and responsibilities of all workers and supervisors. This policy is the basis for all internal health and safety procedures to ensure a safe environment for staff and visitors at the Library.

7.3. Meeting Space Rentals, and application form

The Library provides a forum for the expression of diverse ideas and opinions, and is happy to make available rentable meeting space for profit and non-profit organizations in the community. Interested parties are asked to fill out a Meeting Space Rentals Application for consideration. The Board discussed fees for the use of meeting space, which are also outlined on the application form:

	<i>Up to 3 hours</i>	<i>Half-day (3-5 hours)</i>	<i>Full day (5+ hours)</i>
<i>*Non-profit</i>	By donation	By donation	By donation
<i>*For profit</i>	\$20	\$50	\$80
*Use of the projector is an additional \$10 fee.			

Moved by: Kim Wolf

Seconded by: Allison Shultz

That the Meeting Space Rentals fees are approved.

Carried 19-2021

8. Information Items

8.1. Monthly Statistics Report

Usage statistics for February 2021 were received for information. A more visual display of data, with suggestions for specific e-resource numbers, will be presented at the next Board meeting for review.

9. Other

9.1. Summer Students

The Library applied for a Young Canada Works grant to hire a post-secondary student as a Summer Reading Club Coordinator to organize and host literacy-based activities for children 0-12 years old from June to August. Grant applications are currently under review, and will be approved or denied by the end of April.

9.2. Outdoor Library Board meeting

The suggestion was made to consider outdoor Board meetings later in the year, weather and pandemic restrictions permitting. This possibility will be revisited at the next Board meeting.

9.3. Six-month anniversary for Library CEO

The CEO was hired in September 2020, and celebrating her six-month anniversary at West Perth. Board members are pleased with developments at the Library thus far, and the CEO is very thankful to be part of the community.

10. Next Meeting

Tuesday, April 27, 2021, 6:30pm. Zoom

11. Adjournment

Moved by: John Mogk

That the meeting is adjourned: 7:27pm

Carried 20-2021

Jesse Britton, Chair