

West Perth Public Library

Board Meeting Minutes

Date and Time:	Tuesday, April 27, 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*

1. Call to Order

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

2. Approval of the Agenda

Moved by: Anne Melady

Seconded by: Jacqueline Timmermans

That the Agenda is approved.

Carried 21-2021

3. Declarations of Conflicts of Interest

Jacqueline Timmermans reminded the Board that she is related to the graphic designer at Snyders Graphics, who is designing the Library logo.

4. Consent Agenda

Approval of the Board Minutes of the meeting held on March 23, 2021.

Moved by: Kim Wolf

Seconded by: Allison Shultz

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

Carried 22-2021

5. Business Arising

5.1. Library logo

Snyders Graphics provided three unique logo designs for the Library. Images, colours, font, and wording were reviewed and discussed. Feedback will be sent back to Snyders Graphics for edits.

5.2. Indigenous land acknowledgement update

- The Board Chair presented wording from two years of historical research, and in consultation with a First Nations Elder, to the Board regarding an Indigenous land acknowledgement. The acknowledgement will be posted on the Library's website and read before Library meetings once completed.
- The Ontario Library Service requires that all Ontario public libraries have a Respect and Acknowledgement policy containing the following three components:
 - A land acknowledgement in recognition of, and respect to, First Nations communities that inhabited the territory on which the Library sits;
 - A statement that library collections will contain works by, about, and for First Nations communities;
 - A statement that library services and spaces will be welcoming to First Nations communities, and will share First Nations cultures with non-First Nations residents.

5.3. 2021 Budget update

The Board received an update on the Library's 2021 budget proposal to Municipal Council on March 24.

5.3.1. Article: <https://www.nicheacademy.com/blog/what-did-andrew-carnegie-know-about-the-future-of-libraries>

The Board discussed the role of West Perth Public Library in the community as a front-line service provider during the pandemic.

5.3.2. Capital projects

Three capital projects were discussed in the fall 2020 to undertake in 2021, and quotes were collected at that time from local vendors for new carpet, new countertops for the service area, and the relocation of the CEO office to use the current space as a staff workroom. The Library is still waiting for quotes for carpet and countertop replacements. The relocation of the CEO office will now move forward with Festival Furniture in Stratford.

5.4. Ontario Library Service meeting update

The Board Chair attended the Ontario Library Service virtual meeting on April 27, 2021 as the West Perth representative. Discussions included pandemic

impacts on library programming and service capacity throughout the province, as well as the fines-free model of service adopted by many public libraries in North America (including West Perth). The Quinte West Public Library representative will report to the Ministry on behalf of the assembly of libraries that includes West Perth, and their next meeting is in June. At that time, recommendations regarding training opportunities and additional information will be reviewed.

6. New Business

6.1. Printing fee exemptions.

Board members discussed the financial barrier of printing costs to many community members, and passed a motion to waive the printing fee for the following documents:

- Resumes and cover letters—up to 20 per visit
- COVID-19 vaccination consent forms (which the Library already prints free of charge)
- Government forms—up to 20 pages per visit

Library staff also have authorization to waive fees in special circumstances.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Anne Melady

That the printing fee exemptions are approved.

Carried 23-2021

6.2. PCIN Board meeting update.

Jacqueline Timmermans and Anne Melady are the West Perth representatives on the PCIN Board, and attended their first meeting virtually on April 14, 2021 with the Library CEO. Agenda topics included the PCIN strategic plan, related action plans for Board members, and recent repairs to the delivery van after a traffic accident in January 2021. PCIN Library CEOs have been asked to investigate alternate insurance providers that may offer a lower deductible.

The PCIN Board also discussed community-based materials lent by the libraries to encourage municipal partnerships and outdoor activities, such as park passes, wifi hotspots, and even keys (at St. Marys Public Library) to kayaks available through the Town of St. Marys. Meeting attendees were excited at the additional possibilities of community engagement and outreach once pandemic restrictions are lifted.

7. Policy Reviews

7.1. Accessibility

7.2. Advocacy and Political Engagement

7.3. Respect and Acknowledgement

Policy Reviews were deferred to the next Board meeting on May 25, 2021.

Moved by: Annamarie Murray

Seconded by: Jacqueline Timmermans

That the Policy Reviews are deferred to May 25, 2021.

Carried 24-2021

8. Information Items

8.1. Monthly Statistics Report

Usage statistics for March 2021 were received for information. The Board Chair presented the data in numbers, as well as in graph form for a visual representation. Data includes statistics from 2007-present.

9. Other

No other agenda items were discussed.

10. Next Meeting

Tuesday, May 25, 2021, 6:30pm. Zoom

11. Adjournment

Moved by: Bert Vorstenbosch Jr.

Seconded by: Allison Shultz

That the meeting is adjourned at 8pm.

Carried 25-2021

Jesse Britton, Chair