

West Perth Public Library Board Meeting Minutes

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| Date and Time: | Tuesday, June 22, 2021. 6:30pm |
| Location: | Mitchell Lions Park, Corner of Blenheim and Blanshard Streets |
| Present: | Allison Shultz, Annamarie Murray, Bert Vorstenbosch Jr., Jesse Britton, Kim Wolf |
| Regrets: | Anne Melady, Jacqueline Timmermans, John Mogk, 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 6:45pm.

2. Approval of the Agenda

The agenda was amended to include an additional item under 'Other 9.1 Library Board Member resignation'.

Moved by: Annamarie Murray

Seconded by: Kim Wolf

That the Agenda is approved with the noted amendment.

Carried 29-2021

3. Declarations of Conflicts of Interest

There were no declarations of conflicts of interest.

4. Consent Agenda

4.1. Approval of the Board Minutes of the meeting held on May 25, 2021.

Moved by: Annamarie Murray

Seconded by: Allison Shultz

That the Board Minutes of the May 25, 2021 meeting are approved.

Carried 30-2021

5. Business Arising

5.1. Library logo

Feedback collected at the May 25, 2021 Library Board meeting regarding design details for the Library logo has been sent to Snyders Graphics. A final design is expected in the coming weeks.

5.2. Indigenous land acknowledgement update

The Board Chair is currently in consultation with a First Nations Elder regarding wording for a land acknowledgement. Interim wording has been posted on the Library's website in the meantime.

5.3. 2021 Capital projects update

Relocation of the CEO's office is moving forward with Festival Furniture in Stratford, and measurements have been taken for the space. Once the materials are sourced, budget and timelines will be finalized. The current office will convert to a staff workspace.

Desks for public computers have arrived and have been set up to accommodate computer appointments beginning in Step 1 of the provincial reopening.

The Library will seek additional quotes for new service desk countertops and new carpeting once the provincial shutdown restrictions are eased.

6. New Business

6.1. Future plans – Advocacy

Board members discussed ways to promote library resources in the community. Programming and outreach opportunities will grow once pandemic restrictions end, with many organizational partnership possibilities to pursue. Library staff will plan and/or host programs and services that support the Library's and Municipality's strategic priorities, as well as the following 21st century literacies:

- *Cyber Literacy*—Accessing digital/electronic resources.
- *Eco Literacy*—Understanding the environment, and exploring the natural world.

- *Financial Literacy*—Increasing financial, economic, and numeracy skills.
- *Global Literacy*—Learning about, and from, diverse communities, cultures and ethnicities.
- *Information Literacy*—Instruction on a variety of topics.
- *Media Literacy*—Studies in the arts, literature, and culture.
- *Physical Literacy*—Exploring the science of movement and physical activity.
- *Social Literacy*—Examining social interactions and communications.

7. Policy Reviews

7.1. Borrowing Library Materials

This policy upholds the parameters under which Ontario public libraries lend materials to patrons under the *Public Libraries Act*, 1990. Loan periods are specified in the policy, along with reciprocal borrowing arrangements with neighbouring library systems, and the importance of privacy in all patron interactions.

7.2. Children in the Library

This policy outlines West Perth Public Library's role in providing young patrons with collections, programs, and spaces that suit their unique needs and interests, in a supportive and respectful environment. It also specifies the responsibilities of library staff and caregivers in the care and supervision of children, in accordance with Ontario's *Child, Youth, and Family Services Act* and the Ontario Library Association's *Children's Rights in the Public Library* statement, 1998.

7.3. Teens in the Library

Patrons 13-17 years old have individual rights in the Library, as outlined in the Ontario Library Association's *Teens Rights in the Public Library* statement, 2010. West Perth Public Library supports collections, programs, and spaces dedicated to teens that focus on their developmental needs, unique interests, and right to respectful service in a welcoming environment.

All Library policies are posted on its website under 'About WPPL'.

8. Information Items

8.1. Library offerings during Steps 1-3 of provincial reopening

In accordance with the *Reopening Ontario Act*, West Perth Public Library is offering the following services during Steps 1-3 of the provincial reopening:

| <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> |
|--|---|--|
| Mid-June to early July (at least 21 days) | From early to end of July (at least 21 days) | End of July to mid-August (at least 21 days) |
| 60% adults received one vaccine dose. | 70% adults received one vaccine dose, and 20% are fully vaccinated. | 70-80% adults received one vaccine dose, and 25% are fully vaccinated. |
| Face coverings and physical distancing. | Face coverings and physical distancing. | Face coverings or physical distancing. |
| Library curbside pickups for materials. Access to computers, photocopiers, and similar services permitted. | Libraries open with 25% capacity. Outdoor programs with up to 25 people or 25% venue capacity. | Libraries open, with capacity limited to permit physical distancing of 2 metres. |

West Perth Public Library is very pleased to offer in-person, outdoor story times and activities during the summer months. The Summer Reading Program Coordinator began her student work placement at the Library on June 14, and is in the process of planning registrations for outdoor programs to begin the week of July 5 as part of the Step 2 offerings.

8.2. PCIN Board meeting held on June 9, 2021

The PCIN Board, comprised of Library Board representatives from each Perth County municipality, held one of its quarterly meetings on June 9, 2021. Among the agenda items was a request to investigate insurance options for the delivery van that services each of the five municipalities. The Library CEOs of each municipality will contact local insurance companies for quotes.

Other meeting agenda items included PCIN Board strategic priorities, and ways in which Board members may contribute to the advocacy of public library resources locally and across the county.

8.3. Monthly Statistics Report

Usage statistics for May 2021 were received for information.

9. Other

9.1. Library Board member resignation

Sydney Wettlaufer submitted a letter of resignation from the West Perth Public Library Board on June 18, 2021, effective July 29, 2021. The Library Board

thanks her for her Library service, and wishes her well in her future endeavours.

A Library Board vacancy notice will be placed on the Library's and Municipality's websites.

10. Next Meeting

Tuesday, September 28, 2021, 6:30pm.

11. Adjournment

Moved by: Annamarie Murray

Seconded by: Kim Wolf

That the meeting is adjourned at 8:08pm.

Carried 31-2021

Jesse Britton, Chair