



## Board Meeting Minutes

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<b>Date and Time:</b>	Tuesday, September 28, 2021
<b>Location:</b>	Zoom
<b>Present:</b>	Allison Shultz, Annamarie Murray, Anne Melady, Bert Vorstenbosch Jr., Jacqueline Timmermans, Jesse Britton, John Mogk, Kim Wolf
<b>Staff Present:</b>	Rosemary Minnella

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*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 6:32pm.

### 2. Approval of the Agenda

Two agenda items were added: **9.1 CollectionHQ**, and **9.2 Library Board members**.

Moved by: Kim Wolf

Seconded by: Anne Melady

That the Agenda is accepted as amended.

Carried 32-2021

### 3. Declarations of Conflicts of Interest

Bert Vorstenbosch Jr. declared a conflict of interest regarding entries in the Monthly Financial Report.

### 4. Consent Agenda

Approval of the Board Minutes of Meeting held on June 22, 2021.

Moved by: Allison Shultz

Seconded by: Annamarie Murray

That Consent Agenda: Board minutes of June 22, 2021 are approved.  
Carried 33-2021

## **5. Business Arising**

### **5.1. Library logo update**

The final logo designs were presented to the Board for approval—one full-colour design of a blue heron in flight with a blue and green backdrop, one version in black on white, and one version in white on black. The blue heron is a nod to the Municipality of West Perth, as it appears in its logo, as well, while the blue and green colours acknowledge the community's strong identity in agriculture and natural resources. Board members liked the designs, and approved them unanimously for immediate use on Library documents, signage, website, social media, and other promotional resources moving forward.

### **5.2. Indigenous land acknowledgement update**

The Library Board Chair continues to work with a First Nations Elder to create wording for a land acknowledgement. Interim wording has been posted on the Library's website in the meantime.

### **5.3. 2021 Capital projects update**

This has been a very busy year for local vendors, and progress on current capital projects—the relocation of the CEO office, new service desk countertops, and new carpet—has been slow. The office relocation is waiting for vendor supplies to arrive, and a timeline to move the CEO into a different space in order to create a workspace for staff. The new service countertops and new carpet are still waiting for additional quotes in order to move forward. The CEO will continue to provide updates to the Board as they arise.

## **6. New Business**

### **6.1. Ontario Library Service Audit report - Reaccreditation**

The Ontario Library Service (OLS) reviewed documentation from West Perth Public Library regarding governance and administration, policies, procedures, collections and resources, finances, human resources management, and accessibility to determine whether or not the Library satisfactorily meets provincial guidelines and best practices for reaccreditation as a recognized public library system in Ontario. This extensive review culminated in a virtual tour of West Perth Public Library on June 14, 2021. Following this, the OLS recommended reaccreditation, which was approved unanimously by the Accreditation Council on August 11, 2021.

Board members discussed the observations and recommendations of the OLS. Future budget considerations will include more funds for staff training, accessible furniture, visiting library services for community members, as well as scheduled Board reviews of policies and plans.

## **7. Policies/Plans**

### **7.1. COVID-19 Safety policy**

Board members approved a new COVID-19 Safety policy for members of the public based on current provincial legislation—including the *Emergency Management and Civil Protection Act*, the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and the *Reopening Ontario Act*. As per provincial guidelines, proof of COVID-19 vaccinations is only necessary inside a public library building for those using meeting spaces. Masks and physical distancing continue to be required inside the Library under Step 3 of the *Reopening Ontario Act*, with exceptions for those with specified medical conditions, or children under two years of age. The COVID-19 Safety policy will be added to the Library’s website on the ‘About WPPL’ webpage.

### **7.2. Library Programming Plan outline**

A broad overview of the Library’s Programming Plan was discussed. It includes the eight 21<sup>st</sup> century literacies on which programs and community partnerships are based:

- 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

The Programming Plan ensures the Library contributes to strategic priorities and goals outlined in its Strategic Plan 2020-2022, the Municipality of West Perth Strategic Plan 2019-2022, and the West Perth Recreation & Leisure Master Plan 2019.

### **7.3. Strategic Plan: 2022-2026 planning process**

This discussion was deferred to the next Board meeting on October 26, 2021.

## **8. Information Items**

### **8.1. Materials Retrieval services**

PCIN library Boards have been discussing a fines-free service model for more than a year, and a few had requested information on the amount owed to the libraries in patron fines, along with suggestions for accountability to return materials on time without the incentive of fines. At their September 15, 2021 meeting, the PCIN Board heard a presentation for a materials retrieval service used by thousands of public libraries worldwide. This service reminds library patrons with long overdue materials to return them to their local library to ensure continued enjoyment by other community members. A recommendation will be presented to the PCIN Board on November 10, 2021 regarding the use of materials retrieval services for PCIN libraries.

### **8.2. Monthly Statistics Report**

Monthly library operating statistics for June, July, and August were presented for information.

### **8.3. Monthly Financial Report**

Monthly operating statistics from the municipal Finance Department were presented for information.

## **9. Other**

### **9.1. CollectionHQ**

CollectionHQ is software used by PCIN libraries to help with collection development and maintenance by counting physical item usage. Library CEOs and staff will continue to monitor its usefulness in identifying materials that are overused, underused, very popular, or outdated, as well as any gaps in the collections shared by all public libraries in Perth County. The software has been renewed until 2022.

### **9.2. Library Board members**

With the departure of a Library Board member in July 2021, there is currently a vacancy on the Board. The Library welcomes expressions of interest from West Perth residents over the age of 18 who would like to join the Board. Advertisements for this vacancy will appear in the Mitchell Advocate, on the Library's and Municipality's websites, and through the Library's and

Municipality's social media sites in the coming weeks.

**10. Next Meeting**

Tuesday, October 26, 2021. 6:30pm. Zoom.

**11. Adjournment**

Moved by: Anne Melady

That we do now adjourn: 8:05pm

Carried 34-2021

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Jesse Britton, Chair