



## Board Meeting Minutes

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<b>Date and Time:</b>	Tuesday, November 23, 2021
<b>Location:</b>	Zoom
<b>Present:</b>	Allison Shultz, Annamarie Murray, Anne Melady, Jacqueline Timmermans, Jesse Britton, John Mogk, Kim Wolf
<b>Regrets:</b>	Bert Vorstenbosch Jr.
<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, calls the meeting to order at 6:33pm.

### **2. Approval of the Agenda**

Moved by: Jacqueline Timmermans  
Seconded by: Annamarie Murray  
That the Agenda is accepted as presented.  
Carried 39-2021

### **3. Declarations of Conflicts of Interest**

No conflicts of interest are declared.

### **4. Consent Agenda**

Approval of the Board Minutes of Meeting held on October 26, 2021.  
Moved by: Anne Melady  
Seconded by: Allison Shultz  
That Consent Agenda: Board minutes of October 26, 2021 are approved.

Carried 40-2021

## **5. Business Arising**

### **5.1. 2021 Capital projects update**

New countertops for the service area are scheduled for installation in December 2021 through Allen Interiors in Sebringville. The CEO office will be relocated to an alcove on the main floor in January 2022 through atWork Office Furniture in London. The Library is seeking quotes for interior paint and carpet, with any work exceeding \$20 000 to be submitted to BidsAndTenders.com.

Moved by: Anne Melady

Seconded by: Kim Wolf

That Library capital projects exceeding \$20 000 are submitted to BidsAndTenders.com.

Carried 41-2021

### **5.2. Materials retrieval services**

At their meeting on November 10, 2021, the Perth County Information Network (PCIN) Board discussed the use of Unique Management Services (UMS) to assist PCIN libraries with retrieving long overdue materials. UMS assists public libraries in Canada and internationally to recover lost materials by reminding patrons to contact their library regarding outstanding accounts to avoid credit reporting. The PCIN Board instructed the library CEOs in Perth County to move ahead with this materials retrieval service to ensure responsible stewardship of the public funds spent to purchase and replace library items. This agenda item is presented to the West Perth Public Library Board as information.

## **6. New Business**

### **6.1. 2022 Library Budget**

Board members review the preliminary operating and capital budget numbers for West Perth Public Library. Final numbers will be reviewed at the January 2022 Board meeting prior to submission to Municipal Council for approval.

## **7. Policies/Plans**

### **7.1. Prevention of Workplace Violence**

In accordance with Ontario's *Occupational Health & Safety Act* and the Municipality of West Perth's *Health & Safety Manual*, this policy outlines the responsibilities of Library supervisors and employees to ensure a safe and respectful workplace.

## **7.2. Safety, Securities and Emergencies**

This policy is to ensure that all Library staff, patrons, assets and property are safeguarded during an emergency or disruption to Library operations.

## **7.3. Workplace Discrimination and Harassment**

This policy outlines West Perth Public Library's commitment to providing a workplace free from discrimination and harassment, and ensuring that any complaint is resolved quickly and with fairness and confidentiality.

All policies are publicly available on the Library's website under 'About WPPL'.

## **8. Information Items**

### **8.1. Municipal COVID-19 Vaccine policy**

Library Board members review the COVID-19 Vaccine policy for employees, volunteers, committee members and contractors passed by Municipal Council on November 15, 2021.

### **8.2. PCIN Board meeting – November 10, 2021**

A brief overview is given regarding agenda items for the PCIN Board meeting that took place on November 10, including technology upgrades throughout the system, the fines-free initiative among partner libraries, and adopting a materials retrieval service for outstanding accounts.

### **8.3. Monthly Statistics Report**

Monthly library operating statistics for October are presented for information.

### **8.4. Monthly Financial Report**

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

## **9. Other**

No other agenda items are discussed.

## **10. Next Meeting**

Tuesday, January 25, 2022. 6:30pm. Zoom.

## **11. Adjournment**

Moved by: Jacqueline Timmermans

Seconded by: John Mogk

That we do now adjourn: 7:32pm

Carried 42-2021

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Jesse Britton, Chair