



## Board Meeting Minutes

---

<b>Date and Time:</b>	Tuesday, January 25, 2022
<b>Location:</b>	Zoom
<b>Present:</b>	Allison Shultz, Anne Melady, Jacqueline Timmermans, Jesse Britton, John Mogk
<b>Regrets:</b>	Annamarie Murray, Bert Vorstenbosch Jr., Kim Wolf
<b>Staff Present:</b>	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, calls the meeting to order at 6:46pm.

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

Moved by: John Mogk

Seconded by: Jesse Britton

That the Agenda is accepted as presented.

Carried 01-2022

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

No conflicts of interest are declared.

### **4. Consent Agenda**

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

Moved by: Allison Shultz

Seconded by: Anne Melady

That Consent Agenda: Board minutes of November 23, 2021 are approved.

Carried 02-2022

## **5. Business Arising**

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

New countertops for the service area were installed in December 2021 through Allen Interiors in Sebringville. The CEO office will be relocated to an alcove on the main floor in March 2022 through atWork Office Furniture in London. The Library is seeking requests for quotes for carpet replacement through BidsandTenders.com; the tender closes on February 4, 2022.

Given the Library has had difficulties for several months obtaining three quotes for interior paint for the building—procurement requirements are outlined in the Municipality of West Perth’s Procurement By-law 54-2018—Board members passed a motion to accept two quotes from which to select a successful contractor.

Moved by: Jacqueline Timmermans

Seconded by: John Mogk

That the Library may accept and select from two quotes for the interior painting capital project.

Carried 03-2022

### **5.2. Land Acknowledgement update**

The Board Chair met with a First Nations elder to discuss and prepare a land acknowledgement to recognize and embrace the principles of Truth and Reconciliation with Ontario’s Indigenous population, as outlined in the *Truth and Reconciliation Commission Reports*. An acknowledgement has been prepared to present to the West Perth Heritage and Culture Committee. Once the Committee has received the land acknowledgement for information and discussion, the Library Board will review and discuss it as part of its commitment to honour local Indigenous Peoples, both past and present, in its Respect and Acknowledgement policy.

### **5.3. Strategic Plan 2023-2027**

In phase one of the next strategic plan process, the Library CEO will research municipal demographics, as well as provincial, national, and international public service trends to provide the Board context for potential issues to be addressed through library services, programs, collections, and community engagement. Statistics Canada will release 2021 census data throughout 2022, which will be presented to the Board for consideration, as well.

The Board will also consider the duration of the next strategic plan, and discuss later this year. Plans traditionally last the length of a Municipal Council term, though this is not a requirement.

## **6. New Business**

### **6.1. 2022 Board meeting dates**

Library Board members will continue to meet on the fourth Tuesday of each month—except for July, August, and December—at 6:30pm. Board meetings will be held on Zoom until further notice.

### **6.2. 2022 Training opportunities**

The Ontario Library Service publishes an e-bulletin each quarter, with topics ranging from library operations to governance. Board members are welcome to peruse the selection of training modules and webinars, and to register for any of interest.

In addition, the Ontario Library Association is hosting their annual conference virtually from February 1-5, 2022. They offer sessions with library and public service experts throughout North America, and invite staff and Board members from all Ontario municipalities to attend. The Library CEO will send login information for virtual access.

## **7. Policies/Plans**

### **7.1. Volunteering at the Library**

This policy outlines the Library's commitment to a respectful work environment, and the importance of all library volunteers to maintain confidentiality.

### **7.2. Human Resources Management**

In accordance with Ontario's *Employment Standards Act*, 2000 and the Municipality of West Perth's *Employee Policy Manual*, West Perth Public Library is committed to providing a workplace that supports the organization's mission and values.

### **7.3. Information Services**

This policy describes information services at the Library, which provide people with resources to fulfil their informational, educational, cultural and recreational needs.

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

## **8. Information Items**

### **8.1. Monthly Statistics Report**

Library operating statistics for 2021 are presented for information.

### **8.2. 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, February 22, 2022. 6:30pm. Zoom.

## **11. Adjournment**

Moved by: Anne Melady

Seconded by: Allison Shultz

That we do now adjourn: 7:30pm

Carried 04-2022

---

Jesse Britton, Chair