



Board Meeting Minutes

Date and Time:	Tuesday, March 22, 2022
Location:	Zoom
Present:	Allison Shultz, Annamarie Murray, Bert Vorstenbosch Jr., John Mogk, Jesse Britton, Kim Wolf
Regrets:	Anne Melady, Jacqueline Timmermans
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, calls the meeting to order at 6:31pm.

2. Approval of the Agenda

The Board Chair requests that an agenda item be included in Closed Session under **10.1 CEO Performance Review**.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Annamarie Murray

That the Agenda is amended to include **10.1 CEO Performance Review** in Closed Session.

Carried 10-2022

3. Declarations of Conflicts of Interest

No conflicts of interests declared.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on February 15, 2022.

Moved by: Allison Shultz

Seconded by: Kim Wolf

That Consent Agenda: Board minutes of February 15, 2022 are approved.

Carried 11-2022

5. Business Arising

5.1. 2022 Library Budget update

Municipal Council met on February 22, 2022 to discuss a draft version of the 2022 Budget for the Library and each municipal department. There were no questions for the Library CEO or Library Chair at that meeting. Council will meet again on March 29, 2022 for a final review of the 2022 Municipal Budget.

6. New Business

6.1. 2021 Library Annual Report

The Library CEO presents the 2021 Annual Report containing statistical information on the Library's major accomplishments and highlights of the year. Among the highlights are the number of program attendees, in-person visits, reference questions, physical items checked out, digital downloads, website visits, social media activity, and revenues and expenditures. The Board approves the report to be posted on the Library's website, and available in-house for public information.

Moved by: Allison Shultz

Seconded by: Kim Wolf

That the Library's 2021 Annual Report is approved for posting on the website and available in-house.

Carried 12-2022

6.2. 2021-2022 Grant requests

As a provincially accredited public library and municipal public service, West Perth Public Library qualifies for various grant opportunities from private and public organizations each year. The Library CEO presents a list of grants the Library investigates for supplementary funding for programs, services, collections, electronic resources, or equipment.

7. Policies/Plans

7.1. Strategic Plan: Report – Public Service Trends

As part of the first phase of the strategic planning process, the Library CEO presents a report with information on national and international public service trends. Trends are divided into categories for programs, services, collections,

staffing, and spaces. This information will be combined with local demographic statistics—2021 census data to be released by Statistics Canada in increments throughout the year—to provide a research basis for Board consideration in determining strategic priorities moving forward.

7.2. COVID-19 Safety policy

The Government of Ontario relaxed COVID-19 restrictions earlier this month for public spaces, including the requirement for mask-wearing and building capacity limits in most public spaces, except in high-risk environments specified by the province.

As of March 21, 2022, West Perth Public Library no longer requires masks to be worn inside the building, though physical distancing is still encouraged, and curbside service remains an option for patrons who do not wish to enter the building. The Board requests that the Library's COVID-19 Safety policy be removed from the website, and that a brief summary of current guidelines be posted on the Library's homepage for public information.

Moved by: Annamarie Murray

Seconded by: Allison Shultz

That the Library's COVID-19 Safety policy is removed from the website, and replaced with a brief summary of current guidelines on the homepage.

Carried 13-2022

8. Information Items

8.1. West Perth Public Library Annual Work plan

The Library CEO presents as information a list of current goals and priorities from the Library's strategic plan, the Municipality's strategic plan, and the Recreation & Leisure Master Plan. Each priority generates action plans for individual staff members to complete in order to fulfill objectives outlined by each plan in a timely manner.

8.2. 2021 PCIN Statistics Report

The Library CEO presents as information a statistical overview of library circulation, collections and funds from all five Perth County Information Network (PCIN) libraries for 2021. Circulation and attendance trends were similar among all partner libraries, reflecting common ways the pandemic restrictions affected library usage in each community.

8.3. Monthly Statistics Report

Library operating statistics for February 2022 are presented for information.

8.4. Monthly Financial Reports

Library financial reports for January and February 2022 are presented for information.

9. Other

No other agenda items are discussed.

10. Closed Session

10.1. CEO Performance Review

11. Next Meeting

Tuesday, April 26, 2022. 6:30pm. West Perth Public Library.

12. Adjournment

Moved by: Allison Shultz

Seconded by: Bert Vorstenbosch Jr.

That we do now adjourn: 7:14pm

Carried 14-2022

Jesse Britton, Chair