



Board Meeting Minutes

Date and Time:	Tuesday, September 27, 2022
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Allison Shultz, Annamarie Murray, Bert Vorstenbosch Jr., Jesse Britton, John Mogk, Jacqueline Timmermans, Kim Wolf
Regrets:	Anne Melady
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 6:34pm.

2. Approval of the Agenda

Moved by: Kim Wolf

Seconded by: Allison Shultz

That the Agenda is approved as written.

Carried 24-2022

3. Declarations of Conflicts of Interest

Bert Vorstenbosch Jr. declares a conflict of interest regarding item 8.2 Monthly Financial Reports.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on June 28, 2022.

Moved by: Allison Shultz

Seconded by: John Mogk
That the Consent Agenda: Board minutes of June 28, 2022 is approved.
Carried 25-2022

5. Business Arising

5.1. Land acknowledgement update

The West Perth Heritage and Culture Committee has submitted to Municipal Council a proposed land acknowledgement for the Municipality and the Library, which was written with the assistance of a First Nations Elder in recognition of the principles outlined in the *Truth and Reconciliation Commission Reports*. Once approved, the land acknowledgement will be incorporated into West Perth Public Library's *Respect and Acknowledgement* policy.

5.2. Capital projects update

New carpet was installed throughout the Library building in August with no public closures, and minimal disruption to programs and services.

Interior painting for the first and second floors and the stairwell begins this week, and should be completed by mid-October.

6. New Business

6.1. Exam Proctoring Service

In support of the Library's mission "to promote literacy and the lifelong love of reading and learning", West Perth Public Library offers exam proctoring service. Library staff supervise secondary and post-secondary exams in accordance with parameters outlined by the educational institution, as much as possible.

The Library CEO presents a report to the Board outlining provincial legislation that allows public libraries to charge a fee in the following circumstances:

- For services that do not include borrowing materials;
- For services taking place in non-public spaces;
- For services rendered to non-residents.

After discussion, Board members agree that West Perth Public Library will charge a \$25 fee for each exam proctored by library staff, in accordance with the majority of Ontario public libraries offering the same service.

Moved by: Annamarie Murray

Seconded by: John Mogk

That West Perth Public Library offers exam proctoring service for a \$25 flat fee.

Carried 26-2022

7. Policies/Plans

7.1. Code of Conduct update

In the interest of public health and safety, everyone entering the Library must wear footwear and dress in a manner appropriate for public service buildings.

Moved by: Jacqueline Timmermans

Seconded by: Kim Wolf

That the Library's *Code of Conduct* policy is updated to include the requirement for all who enter to wear footwear and appropriate clothing in the library building.

Carried 27-2022

7.2. Human Resources Management update

In accordance with the passing of [Bill 27](#) and the amendment to the *Employment Standards Act*, Council approved a *Right to Disconnect from Work* policy in July 2022 for all municipal staff; this policy is now in the municipal *Employee Policy Manual*. As a result, the Board has updated the Library's *Human Resources Management* policy to include the right to disconnect from work.

Moved by: Annamarie Murray

Seconded by: Allison Shultz

That the Library's *Human Resources Management* policy is updated to include the right to disconnect from work.

Carried 28-2022

8. Information Items

8.1. Monthly Statistics Reports—June, July, August

Library operating statistics for June, July and August 2022 are distributed for information.

8.2. Monthly Financial Reports—June, July, August

Library financial reports for June, July and August 2022 are distributed for information.

8.3. CEO Quarterly Highlights—Summer 2022

The Library CEO presents quarterly operational highlights of programs, collections and services to the Board for information.

9. Other

9.1. COVID-19 Update on Library homepage

After discussion, the Board agrees to keep the COVID-19 statement regarding relaxed requirements on the Library homepage until the end of the year. Updated provincial and public health guidelines will be reviewed for assessment as needed.

10. Next Meeting

Tuesday, October 25, 2022. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Bert Vorstenbosch Jr.
That we do now adjourn: 7:35pm
Carried 29-2022

Jesse Britton, Chair