



Board Meeting Minutes

Date and Time:	Tuesday, October 25, 2022
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Annamarie Murray, Bert Vorstenbosch Jr., Jesse Britton, John Mogk, Jacqueline Timmermans, Kim Wolf
Regrets:	Allison Shultz, 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 6:33pm.

2. Approval of the Agenda

The Library CEO requests that an agenda item be added under Other **9.3 Christmas baskets**.

Moved by: Annamarie Murray

Seconded by: John Mogk

That the Agenda is amended to include **9.3 Christmas baskets**.

Carried 30-2022

3. Declarations of Conflicts of Interest

There are no declarations of conflicts of interest.

4. Consent Agenda

Approval of the Board Minutes of Meeting held on September 27, 2022.

Moved by: Kim Wolf

Seconded by: Jacqueline Timmermans

That the Consent Agenda: Board minutes of September 27, 2022 is approved.

Carried 31-2022

5. Business Arising

5.1. Capital projects update

New carpet was installed at the Library in August, and interior painting for the 1st and 2nd floors was completed at the beginning of October. All capital projects proposed in 2021 are now complete.

6. New Business

6.1. 2023 Budget draft

Board members review the 2023 library budget amounts. There is very little change from the Library's 2022 budget submission, other than a salary increase to incorporate the projected cost of living—the amount to be determined by Council—and an increase to staff benefits due to changes in OMERS distribution beginning in 2023.

6.2. PCIN Board 2022-10-12 meeting

The PCIN Board meeting from October 12, 2022 includes the group's 2023 budget proposal, and an outline for the new Strategic Plan process. Both the budget and Strategic Plan affect those of each PCIN library system due to their participation in the consortium. There are two Board members from each Perth County municipality (West Perth, North Perth, Perth East, Stratford, St. Marys) on the PCIN Board, which meets approximately four times per year to review matters of common interest.

7. Policies/Plans

7.1. Strategic Plan

7.1.1. Phase 1: Research information—report

Additional community demographic information from the 2021 census is presented as part of the research phase of the strategic planning process. This information is combined with public library trends and submitted to the Board for review.

7.1.2. Phase 2: Consultations information—report

Results from public survey questions regarding the personal and professional interests of respondents are presented to the Board for review.

Results will also be forwarded to library staff members for consideration regarding future programs, services, and collections.

7.1.3. Phase 3: Evaluation—Mission, Vision, Values

The CEO facilitates a discussion for the Board to review and analyse information from phases 1 and 2 for a new library mission, vision, and list of values for the next strategic plan. The CEO will incorporate comments and suggestions into options for the Board to consider at their next meeting.

8. Information Items

8.1. Monthly Statistics Reports—September

Library operating statistics for September 2022 are distributed for information.

8.2. Monthly Financial Reports

The Municipality's Finance Department will issue consolidated financial statements in November for fall expenditures. Library financial reports will be available for information at that time.

9. Other

9.1. Library Board membership

Applications for Library Board membership are distributed to current members who wish to re-apply to remain on the Board. Completed applications must be submitted to the Municipality for Council approval.

9.2. CEO Annual performance review

The Board Chair and a Board member will contact library staff members for input to include in the CEO's annual performance review. Discussions with staff members will take place in November and December 2022.

9.3. Christmas baskets

A member of the Friends of the Library group will contact the CEO to discuss forms for Christmas basket requests at the Library. Forms were available through the Salvation Army in Mitchell in previous years.

10. Next Meeting

Tuesday, November 22, 2022. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Jacqueline Timmermans

That we do now adjourn: 7:54pm

Carried 32-2022

Jesse Britton, Chair