



## Board Meeting Minutes

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<b>Date and Time:</b>	Tuesday, November 22, 2022
<b>Location:</b>	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
<b>Present:</b>	Allison Shultz, Anne Melady, Bert Vorstenbosch Jr., Jesse Britton, Jacqueline Timmermans, Kim Wolf
<b>Regrets:</b>	Annamarie Murray, John Mogk
<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: Anne Melady

Seconded by: Kim Wolf

That the Agenda is approved as written.

Carried 33-2022

### 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 October 25, 2022.

Moved by: Allison Shultz

Seconded by: Kim Wolf

That the Consent Agenda: Board minutes of October 25, 2022 is approved.

Carried 34-2022

## 5. Business Arising

### 5.1. 2023 Library Budget submission

The Library CEO indicates that minor changes to some 2023 budget lines within existing dollar amounts will reflect operational spending needs. A new 'Staff Appreciation' budget line will be established for the Library's 2023 budget proposal.

The Library CEO acknowledges the recent donation from the Optimist Club of Mitchell of \$605 for March Break 2023 children's programming. The generous donation will be deposited into a reserve fund to spend in 2023.

## 6. New Business

### 6.1. 2023 Board meeting dates and education topics

Board members review the 2023 meeting dates. Meetings will continue in-person on the fourth Tuesday evening of each month—except July, August, and December—at 6:30pm. Virtual meetings will be held instead of in-person meetings if necessary, to be determined on a month-by-month basis. Board education topics will also be reviewed at each 2023 meeting to ensure continued awareness of relevant legislation and related topics.

Board member Anne Melady indicates she will be absent for the first three meetings in 2023. In accordance with the *Public Libraries Act, 1990* s.13, West Perth Public Library's *Board By-law 'Meetings of the Board'* section 2(4) indicates that the Board must pass a motion to allow any member absent for three consecutive meetings to remain on the Board.

Moved by: Bert Vorstenbosch Jr.

Seconded by: Allison Shultz

That Anne Melady remains on the Library Board in 2023.

Carried 35-2022

## 7. Policies/Plans

### 7.1. Strategic Plan

#### 7.1.1. Phase 3: Evaluation—Mission, Vision, Values, Strategic Priorities

The Board reviews and finalizes a new library Mission, Vision, and list of Values for the next strategic plan:

<b>Mission</b>	West Perth Public Library is a welcoming space where everyone can explore, connect, and learn.
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<b>Vision</b>	West Perth Public Library welcomes everyone to let ideas thrive.
<b>Values</b>	Accessibility, Welcoming, Community Hub, Fun, Discovery

The Library CEO will compose definitions for each Value to present to the Board for approval in January.

Moved by: Anne Melady

Seconded by: Jacqueline Timmermans

That the Board adopt the new Mission, Vision, and Values for the Library's Strategic Plan 2023-2027.

Carried 36-2022

The CEO facilitates a discussion to determine Strategic Priorities based on results from research and consultations conducted in phases 1 and 2 of the strategic planning process. After discussion, Board members decide to keep the existing Strategic Priorities, as the current Strategic Plan was implemented only two years ago. Keeping the current Priorities will provide consistency for staff to implement programs, services, new collections and resources, and will allow the Library to develop fully the intended potential of each priority:

<b>Strategic Priority</b>	<b>Definition</b>
<i>Improve and Increase</i>	Analyse and improve the collections, expand programming, adopt new technologies, and keep staff skills and knowledge current to meet ever-changing community needs.
<i>Connect</i>	Explore opportunities for collaboration with schools and with community organizations. Continue to promote the Library as a community hub for people to meet, share ideas, and learn.
<i>Support</i>	Continue to provide volunteer opportunities for adults, and for teens in support of community service.
<i>Sustain</i>	Champion responsible stewardship of public funds through grant opportunities, and continued maintenance of the Library's historic building and its assets.

Moved by: Anne Melady

Seconded by: Jacqueline Timmermans

That the Board adopt the current Strategic Priorities for the Library's Strategic Plan 2023-2027.

Carried 37-2022

## **8. Information Items**

### **8.1. Monthly Statistics Report—October**

Library operating statistics for October 2022 are distributed for information.

### **8.2. Monthly Financial Reports—August, September, October**

Library financial reports for August, September and October 2022 are distributed for information.

### **8.3. PCIN Board 2022-11-09 Meeting**

A Stratford Public Library staff member led the discussion to begin the PCIN Board's strategic planning process at their meeting on November 9 at St. Marys Public Library. All input will be gathered and reviewed at the group's next meeting in April 2023.

### **8.4. CEO Quarterly Highlights—September, October, November**

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

## **9. Other**

### **9.1. CEO Annual performance Review**

The Board Chair and a Board member contacted library staff members for input to include in the CEO's annual performance review. The Board Chair will review input with the CEO at a later date.

### **9.2. Community Pantry**

The Library CEO presents the idea of hosting a Community Pantry at West Perth Public Library, for the Board's consideration. A community pantry would consist of non-perishable items available to members of the public during library hours of operation. Community pantries hosted by other organizations in West Perth have limited days and hours of availability. Other Ontario public libraries and facilities host pantries and/or fridges with food and personal care items to support and assist residents in need.

Moved by: Allison Shultz

Seconded by: Jacqueline Timmermans

That the Library CEO present a Board Report in January 2023 analysing the parameters of offering a Community Pantry at West Perth Public Library.

Carried 38-2022

### **9.3. Board member retirement**

After sixteen years of tireless service, Bert Vorstenbosch Jr. has retired from West Perth Public Library's Board. The Board recognizes Bert for his years of

dedication, assistance, guidance, and insight, with a retirement card and gift of thanks.

**10. Next Meeting**

Tuesday, January 24, 2023. 6:30pm. West Perth Public Library.

**11. Adjournment**

Moved by: Anne Melady

That we do now adjourn: 8:06pm

Carried 39-2022

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Jesse Britton, Chair