



Board Meeting Minutes

Date and Time:	Tuesday, March 28, 2023
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Jesse Britton, Andrew Fournier, Annamarie Murray, Kelly Reimer, Allison Schultz, Jacqueline Timmermans, Kim Wolf
Regrets:	Anne Melady
Staff Present:	Rosemary Minnella

*West Perth Public Library is a welcoming space
where everyone can explore, connect, and learn*

1. Call to Order

Jesse Britton, Board Chairperson, calls the meeting to order at 6:32pm.

2. Approval of the Agenda

Moved by: Andrew Fournier

Seconded by: Kim Wolf

That the Agenda is approved as written.

Carried 13-2023

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 February 28, 2023, Monthly Financial Reports for January and February 2023, the Monthly Statistics Report, and the Winter 2023 CEO Quarterly Highlights.

Moved by: Annamarie Murray

Seconded by: Allison Schultz

That the Consent Agenda: Board minutes of February 28, 2023, Monthly Financial Reports, Monthly Statistic Report, and CEO Quarterly Highlights are approved.

Carried 14-2023

5. Business Arising

5.1. Snack Sharing Shelf update

The CEO has reached out to various local businesses and organizations to inquire about sponsorship or corporate donations for the Snack Sharing Shelf. The Library continues to accept community donations of individually wrapped, non-perishable snack items for the Shelf.

5.2. Streaming apps update

Ontario public libraries rarely subscribe to streaming apps unless they are available through the Ontario Library Association. Many apps are free to download, so users may access them on any device without library assistance. Also, the global selection of streaming apps is vast, and some may host podcasts or other unvetted information in violation of existing Canadian laws. Finally, paid subscription-based streaming apps have a pay-per-license model that prevents simultaneous, public multiuse.

West Perth Public Library continues to provide digital books, audiobooks, magazines, newspapers, instructional courses/activities, and authoritative information on many topics in multiple languages for all ages, through its electronic subscriptions available through the Ontario Library Association.

6. New Business

6.1. 2023 Budget

Council reviewed the 2023 Municipal Budget submissions at its March 20 meeting. West Perth Public Library has no capital projects planned for this year. After discussion, Council passed the Municipality of West Perth's 2023 Budget with a 8.46% tax rate increase and a 11.3% levy increase.

7. Policies/Plans

7.1. Borrowing Library Materials

The Library's *Borrowing Library Materials* policy is reviewed at least once during each Board term to discuss and answer any related questions. This policy is

based on parameters determined by PCIN libraries pertaining to shared collections, as well as those outlined in the *Public Libraries Act, R.S.O. 1990*.

7.2. Health and Safety

The Library's *Health and Safety* policy is reviewed annually, as recommended by Ontario's *Occupational Health and Safety Act, R.S.O. 1990*. Among other information, the policy outlines the roles and responsibilities of all library employees to ensure best practices for a healthy working environment.

7.3. Prevention of Workplace Violence

The Library's *Prevention of Workplace Violence* policy is reviewed annually, as recommended by Ontario's *Occupational Health and Safety Act, R.S.O. 1990*. The policy contains definitions of violent behaviour, and includes responsibilities of all employees to report such behaviour to ensure a safe workplace.

7.4. Safety, Security and Emergencies

The *Safety, Security and Emergencies* policy is reviewed annually, as recommended by Ontario's *Occupational Health and Safety Act, R.S.O. 1990*. The policy outlines the responsibilities of employers to maintain a safe working environment, which includes detailed procedures in response to natural disasters, accidents, dangerous behaviours, utilities or computer outages, and other emergency situations.

7.5. Workplace Discrimination and Harassment

The Library's *Workplace Discrimination and Harassment* policy is reviewed annually, as recommended by Ontario's *Occupational Health and Safety Act, R.S.O. 1990* and the *Employment Standards Act*. This policy outlines examples of harassment, and employer responsibilities in responding to discrimination and harassment concerns.

Moved by: Annamarie Murray

Seconded by: Jacqueline Timmermans

That West Perth Public Library's updated policies are approved and available on the [Library's website](#).

Carried 15-2023

8. Board Education & Advocacy

8.1. OLS Governance Hub: [Governance Best practices – OLS](#)

As of 2023, West Perth Public Library Board meetings feature a standing

agenda item regarding 'Board Education' as information pertaining to legislation and other issues relevant to library governance.

From the Ontario Library Service's 'Governance Hub' website—dedicated to Ontario library board education—the 'Governance Best practices' webinar is played for the Board's information.

8.2. Advocacy

The Board Chair continues to volunteer with the popular, weekly Dungeons & Dragons program at the West Perth Youth Centre. The Library also maintains successful partnerships with organizational partners through joint programs for all ages, as well as by offering Community Passes that provide free admission to local historical or cultural sites with a valid library card.

9. Other

No other agenda items are discussed.

10. Next Meeting

Tuesday, April 25, 2023. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Kim Wolf

Seconded by: Allison Schultz

That we do now adjourn: 7:51pm

Carried 16-2023

Jesse Britton, Chair