



Board Meeting Minutes

Date and Time:	Tuesday, April 25, 2023
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Jesse Britton, Andrew Fournier, Anne Melady, Annamarie Murray, Kelly Reimer, Allison Schultz, Kim Wolf
Regrets:	Jacqueline Timmermans
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 6:34pm.

2. Approval of the Agenda

Moved by: Kim Wolf

Seconded by: Annamarie Murray

That the Agenda is approved as written.

Carried 17-2023

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 March 28, 2023, Monthly Financial Report for March 2023, and the Monthly Statistics Report.

Moved by: Kim Wolf

Seconded by: Annamarie Murray

That the Consent Agenda: Board minutes of March 28, 2023, Monthly Financial Report, and Monthly Statistic Report are approved.

Carried 18-2023

5. Business Arising

There are no agenda items discussed under Business Arising.

6. New Business

6.1. PCIN Board meeting—April 12, 2023

The new PCIN Board met for the first time (since the 2022 municipal elections) on April 12, 2023 at North Perth Public Library – Listowel Branch. This Board meets quarterly, and is comprised of two representatives from each of the five Perth County public library systems: West Perth, North Perth, Perth East, Stratford, and St. Marys.

The meeting reviewed the history of PCIN (Perth County Information Network), an introduction of each partner library, PCIN Board By-laws—to be updated and approved at a subsequent meeting—and the Board member job description, CEO Terms of Reference, existing partnership projects among PCIN libraries, and report statistics.

The next meeting will discuss results from the November 2022 PCIN Board meeting which focused on the Board's Strategic Plan 2023-2027.

7. Policies/Plans

7.1. Children and the Library

The Library's *Children and the Library* policy references the Ontario Library Association's 'Children's Rights in the Public Library' statement from 1998, which indicates the role of a library to provide age-appropriate spaces, collections, services, programs, and resources. The policy further outlines the library staff's legal 'duty to report' suspicions of child abuse or harm to authorities under Ontario's *Child, Youth and Family Services Act*.

Responsibilities related to child safety in the Library and at library-sponsored events are also stated.

7.2. Community Information and Displays

This policy outlines the types of information West Perth Public Library may display in its role as a community information and referral resource.

7.3. Request for Reconsideration Form

Patrons with serious concerns regarding a specific library resource—including a collection item, activity, display or event—are encouraged to speak with the CEO. Patrons who wish to express their specific concerns in writing may fill out a ‘Request for Reconsideration’ form to discuss with the CEO.

7.4. Teens and the Library

This policy outlines the responsibilities of library staff to provide respectful, age-appropriate youth services, collections, programs and spaces. It also references the Ontario Library Association’s ‘Teens Rights in the Public Library’ 2010 statement that emphasizes the importance of supporting healthy youth development through enriching resources and community volunteer opportunities.

7.5. Volunteers and the Library, with Volunteer Application Form

This policy outlines the importance of training volunteers adequately so they may execute their duties effectively on behalf of the library, and the responsibility of all staff and volunteers to maintain confidentiality when conducting library business.

Moved by: Anne Melady

Seconded by: Andrew Fournier

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

Carried 19-2023

8. Board Education & Advocacy

8.1. [Trustee Training—Advocacy](#)

A portion of the ‘Trustee Training—Advocacy’ video is played to review the ways in which Board members may incorporate library advocacy in their personal and professional communications throughout the community. Advocacy brings attention to library resources, and helps the Library establish positive, ongoing relationships with community organizations and the Municipality.

8.2. Advocacy

8.2.1. ‘A Summertime Poetry Soirée’

Library Board Vice-Chairperson, Kim Wolf, will represent the Library and introduce scheduled speakers at the Ontario Poetry Society’s summer event, [‘A Summertime Poetry Soirée’](#), on Saturday, June 17 from 1-4pm at the West Perth Community Centre. Poets from across Southern Ontario will

attend, with 'open mic' time at the end for attendees to share their own work.

8.2.2. Community Passes

West Perth Public Library continues to lend free admission passes to residents wishing to explore historical, cultural, and natural sites in and around Perth County. A list of these 'community passes' are found on the [Library's website](#).

8.2.3. PC Connect Bus Passes

All public libraries in Perth County soon will lend PC Connect bus passes free of charge to their residents. More details will be available shortly.

8.2.4. 'CBC Corner' and 'CBC Corner Kids'

The CBC now offers 'CBC Corner' and 'CBC Corner Kids' free to Canadian public libraries. These archived broadcasts, podcasts, shows, news items and more, are available through the Library's website under '[Digital Resources](#)'.

9. Other

No other agenda items are discussed.

10. Next Meeting

Tuesday, May 23, 2023. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Anne Melady

Seconded by: Allison Schultz

That we do now adjourn: 7:35pm

Carried 20-2023

Jesse Britton, Chair