



Board Meeting Minutes

Date and Time:	Tuesday, June 27, 2023
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Jesse Britton, Andrew Fournier, Anne Melady, Kelly Reimer, Allison Schultz, Jacqueline Timmermans, Kim Wolf
Regrets:	Annamarie Murray
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

Addition of **9.1. Letter of Support for Community Garden**

Moved by: Andrew Fournier

Seconded by: Allison Schultz

That the Agenda is approved as amended.

Carried 26-2023

3. Declarations of Conflicts of Interest

There are no declarations of conflicts of interest.

4. Consent Agenda

Approval of the Board Minutes of the meeting held on May 23, 2023, Monthly Financial Report for May 2023, the Monthly Statistics Report, and the CEO Quarterly Report—Spring 2023.

Moved by: Kim Wolf

Seconded by: Anne Melady

That the Consent Agenda: Board minutes of May 23, 2023, Monthly Financial Report, Monthly Statistic Report and CEO Quarterly Report are approved.

Carried 27-2023

5. Business Arising

There are no agenda items discussed under Business Arising.

6. New Business

6.1. Service Canada

In the interest of providing in-person federal services assistance to the residents of West Perth, the Library will host a Service Canada client representative on Friday, September 29 from 10-3pm. The representative will assist with documents related to passports, social insurance numbers, Employment Insurance, CPP and other federal programs and products. If there is a demonstrated need, Service Canada will consider regular visits to West Perth.

6.2. PCIN Board meeting: June 14, 2023—Materials Usage 2023 January to May

The PCIN Board met on June 14 at Perth East Public Library for its quarterly meeting, and discussed a strategic planning sub-committee, a work plan for updating by-laws and policies, a PCIN systems report, and materials usage for January to May 2023. The next meeting will be held at St. Marys Public Library on September 13, 2023.

6.3. PCIN Board representative

Two Board members from each PCIN Library Board make up the PCIN Board. West Perth Public Library Board member Kelly Reimer has volunteered to serve as its second representative (along with Kim Wolf) for the duration of the term.

7. Policies/Plans

7.1. Information Services

The Information Services policy is updated to outline the information and referral

responsibilities of library staff to visitors and residents. Staff are unable to offer professional advice or counsel in specialized areas of study, or to fill out forms or documents from other agencies.

7.2. Safety, Security and Emergencies

This policy is updated to include inclement weather and air quality among the conditions that may warrant temporary reductions or closure of library services, in accordance with library and provincial health and safety standards.

Moved by: Andrew Fournier

Seconded by: Anne Melady

That the *Information Services* and *Safety, Security and Emergencies* policies are approved and available on the [Library's website](#).

Carried 28-2023

7.3. WPPL 2021-2025 Work Plan

The current multi-year work plan for West Perth Public Library is presented as a work in progress, and includes operational and governance goals to 2025, in accordance with the Library's, Municipality's, and Recreation and Leisure Department's strategic priorities.

8. Board Education & Advocacy

8.1. 'Community Homelessness and What Libraries can do'—Niche Academy

This video is deferred to a future meeting.

8.2. Advocacy

West Perth Public Library looks for partnership and advocacy opportunities to address community needs and interests. Kim Wolf, Board Vice-Chairperson, was Master of Ceremonies at the Ontario Poetry Society's Summer Soirée on June 17 at the Community Centre. West Perth welcomed fourteen poets from across Southern Ontario to participate, as well as local poets who shared their work during an open mic session. The event was well-attended, and the Poetry Society seeks to host poetry workshops at the Library this fall and next spring, and another summer event in 2024.

The Library is pleased to bring Service Canada to West Perth on Friday, September 29 to assist with passports, Employment Insurance and Canada Pension Plan queries, and other Service Canada programs and products.

YMCA of Three Rivers will be at the Library the fourth Wednesday of each month to offer Settlement Services to people new to Canada. These monthly visits begin on June 28, 2023.

The Library continues to expand its selection of free [Community Passes](#), which include PC Connect bus passes, as well as passes to the West Perth Lions Pool, Mitchell Golf & Country Club, Ontario Parks, Upper Thames River Conservation Areas, Stratford Festival Costume Warehouse, Canadian Baseball Hall of Fame & Museum, and soon to include Region of Waterloo Museums.

9. Other

9.1. Letter of Support for Community Garden

Andrew Fournier mentions the possibility of establishing an additional community garden space in West Perth, and requests that West Perth Public Library submit a letter of support. The Library CEO will draft a letter for the Library Board Chairperson's review.

Moved by: Andrew Fournier

Seconded by: Anne Melady

That West Perth Public Library submit a Letter of Support for a new Community Garden within the municipality.

Carried 29-2023

10. Next Meeting

Tuesday, September 26, 2023. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Anne Melady

Seconded by: Allison Schultz

That we do now adjourn: 7:46pm

Carried 30-2023

Jesse Britton, Chair