



## Board Meeting Minutes

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<b>Date and Time:</b>	Tuesday, January 16, 2024
<b>Location:</b>	West Perth Public Library, 105 St. Andrew Street, Mitchell ON; Online
<b>Present:</b>	Jesse Britton, Andrew Fournier (virtually), Kelly Reimer (virtually), Allison Schultz, Kim Wolf (virtually)
<b>Regrets:</b>	Anne Melady, Annamarie Murray, Jacqueline Timmermans
<b>Staff Present:</b>	Rosemary Minnella

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***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: Allison Schultz

Seconded by: Kelly Reimer

That the Agenda is approved as written.

Carried 01-2024

### **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 October 24, 2023, Monthly Financial Report for October and November 2023, CEO Quarterly Highlights for Fall 2023, the Monthly Statistics Report, and the 2023 Report on Partnerships.

Moved by: Kim Wolf

Seconded by: Allison Schultz

That the Consent Agenda: Board minutes of October 24, 2023, the Monthly Financial Reports, CEO Quarterly Highlights, Monthly Statistic Report, and 2023 Report on Partnerships are approved.

Carried 02-2024

## **5. Business Arising**

### **5.1. Board Member Information**

Library Board members agree to post brief biographies of themselves on West Perth Public Library's website. The CEO requests information from each member, then will draft a short paragraph for review and approval at a later meeting.

### **5.2. External Security Cameras**

The Director of Community Services agrees that external library security cameras may be added and connected to the Municipality's security system. A quote will be collected and submitted for Board review, in accordance with the Municipality of West Perth Procurement By-law 54-2018.

### **5.3. First Nations Flag**

Municipal Council will review and consider a Recognition Policy in 2024 pertaining to flags displayed on municipal properties. Flags on the West Perth Public Library premises fall under this policy, as the Library is situated on municipal property.

### **5.4. Donations Wish List on website**

A 'donations wish list' has been added to the 'Support the Library' webpage. This list suggests high-demand items and their dollar values for individuals or companies wishing to make monetary or in-kind donations to West Perth Public Library.

## **6. New Business**

### **6.1. PCIN Board Meeting – November 8, 2023**

PCIN Board members met virtually on November 8, 2023 with three primary agenda items to discuss:

- Board By-laws—These are outlined in the Ontario *Public Libraries Act, 1990*;
- 2024 PCIN Budget—The operating and capital budgets for PCIN were reviewed and approved;
- Strategic Plan—The PCIN Strategic Plan process is underway, and a Sub-Committee will review community information and strategic plans

from all Perth County public libraries to create a mutual mission, vision, list of values, and strategic priorities to guide PCIN decisions for the duration of the Plan.

## **6.2. 2024 Budget Update**

The Municipality of West Perth Council discussed the 2024 Operating Budget submissions for all municipal departments and the Library on December 11, 2023. There were no concerns related to the Library’s budget submission at that time. Capital budget discussions took place on January 15, 2024, and Municipal Council will review and discuss the 2024 Budget in the coming weeks.

## **7. Policies/Plans**

### **7.1. Advocacy and Political Engagement**

### **7.2. Diversity and Inclusion**

### **7.3. Human Resources Management**

Board members review and update each policy for clarity in accordance with related legislation to ensure safe and respectful library practices.

Moved by: Kelly Reimer

Seconded by: Andrew Fournier

That updates to the West Perth Public Library policies above are approved and posted on the Library’s website.

Carried 03-2024

## **8. Board Education & Advocacy**

### **8.1. [Freedom of Information](#)**

A brief video from the Toronto Public Library and the American Library Association on Intellectual Freedom—“*Libraries as battlegrounds: Defending Access to Information in a polarized world*” (September 2023)—is shown in advance of the annual Freedom to Read Week in February.

### **8.2. Advocacy**

West Perth Public Library looks for partnership and advocacy opportunities to address community needs and interests. Further to this, the Library seeks to bring provincial and federal services to West Perth for the convenience of all its residents. Recent new partnerships include the following:

- *Tim Hortons Holiday Smile Cookie Campaign* took place in November 2023, with half the proceeds from Mitchell Tim Hortons donated to West Perth Public Library;

- *Stovel-Siemon Ltd* is sponsoring the Library's Snack Sharing Shelf from January to June 2024;
- *Service Canada* will come to West Perth Public Library on the fourth Tuesday of each month beginning in 2024, to assist with passports, Employment Insurance and Canada Pension Plan queries, and other Service Canada programs and products;
- *Free Tax Clinics*: In partnership with Huron Perth Public Health, Poverty2Prosperity and the United Way Perth Huron, West Perth Public Library hopes to offer free tax clinics beginning in 2024 to qualifying residents. Volunteer tax assistants are required for this to move forward;
- *Dungeons & Dragons*: Weekly sessions of Dungeons & Dragons at the West Perth Youth Centre have grown exponentially in recent months. More and more youth and volunteers enjoy this immersive game of strategy and imagination;
- *Sciensational Sssnakes!* was a special presentation hosted at the West Perth Community Centre in November. Young families had a wonderful time exploring the world of snakes and reptiles;
- The Annual '*Noon*' Year's Eve Party at the end of December specifically caters to young children and caregivers by ringing in the New Year as a daytime event at the West Perth Community Centre.

West Perth Public Library is grateful to all volunteers and partner organizations who help to bring fun, educational, affordable programs and services for all ages into the community.

## 9. Other

No other agenda items are discussed.

## 10. Next Meeting

Tuesday, February 20, 2024. 6:30pm. West Perth Public Library and Online.

## 11. Adjournment

Moved by: Allison Schultz

Seconded by: Andrew Fournier

That we do now adjourn: 7:37pm

Carried 04-2024

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Jesse Britton, Chair