



Board Meeting Minutes

Date and Time:	Tuesday, May 20, 2025
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 (virtually)
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 6:35pm.

2. Approval of the Agenda

Moved by: Jacqueline Timmermans

Seconded by: Allison Schultz

That the Agenda is approved as written.

Carried 18-2025

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 April 15, 2025, the Monthly Statistics Report, and the Monthly Financial Report – April 2025.

Moved by: Andrew Fournier

Seconded by: Annamarie Murray

That the Consent Agenda: Board minutes of April 15, 2025, the Monthly Statistic Report, and the Monthly Financial Report – April 2025 are approved and accepted as information.

Carried 19-2025

5. Business Arising

5.1. 2024 Valuing Ontario Libraries Toolkit (VOLT) Social Return on Investment

At the Board members' request during their March 2025 meeting, the Library's '2024 VOLT Return on Investment' document was submitted to the *Mitchell Advocate* with a press release. The press release and accompanying document were published in the *Advocate* both in print and digitally. The document will also be submitted to Municipal Council in June.

5.2. Board Member Social Media Spotlight

The Municipal Outreach Coordinator will feature each Library Board member in a social media series of posts, introducing each to the community regarding their volunteer role.

6. New Business

6.1. PCIN Board Meeting Update – May 15, 2025

The PCIN Board met virtually on Thursday, May 15. Discussion topics included staff cybersecurity training, Perth County Reads 2025, a preliminary 2026 PCIN budget overview, and an upcoming Memorandum of Understanding outlining PCIN library responsibilities. Board members requested a report this fall from Library CEOs outlining repair and replacement considerations pertaining to the PCIN delivery van.

6.2. Library Board Report – Establishing the Library as a Corporate Entity

Municipal and provincial legislation requires that a public library is a corporate entity governed by its Board and separate from its Municipality. Establishing an integrated financial structure for West Perth Public Library within the Municipality of West Perth includes registering for a non-profit business number so that library tax and other financial filings are separate from those of the Municipality.

Once the Library is established as a corporate entity, its Memorandum of Understanding with the Municipality may need updating to reflect any resulting changes to Finance Department responsibilities.

Moved by: Andrew Fournier

Seconded by: Allison Schultz

That the 'Library Board Report – Establishing the Library as a Corporate Entity' is accepted as information, and that Board members support an integrated financial structure for West Perth Public Library as a corporate entity within the Municipality of West Perth.

Carried 20-2025

7. Policies/Plans

7.1. Board By-laws

7.2. Board Policies

Public policies are reviewed, edited and approved for the Library's website. Board Policies have been deferred to the Board's June 17 meeting.

Moved by: Allison Schultz

Seconded by: Kelly Reimer

That the *Board By-laws* are approved as updated.

Carried 21-2025.

8. Board Education & Advocacy

8.1. Education: [Strong Mayors Powers](#)

A CTV News televised segment from 2023 pertaining to Ontario's 'Strong Mayors Powers' is viewed and discussed in relation to public libraries.

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 collaborations include the following:

- Family Services Perth-Huron continues monthly visits;
- Upper Thames Elementary School visits for Kindergarten and Grade One students have been arranged throughout the months of May and June;

- ‘Summer Kids’ Club’ sessions and ‘Library On Location’ summer visits around town have been scheduled with local partner organizations, and will be posted on the Library’s website shortly;
- Service Canada monthly visits at the Library will be shortened beginning in May, and may be reduced if demand decreases;
- Dungeons & Dragons sessions at the Youth Centre have wrapped up for the season, and will resume in the fall. Fall sessions may include other interactive games, as well, such as Star Wars.

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, June 17, 2025. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Jacqueline Timmermans

Seconded by: Andrew Fournier

That we do now adjourn: 7:38pm

Carried 22-2025

Jesse Britton, Chair