



Board Meeting Minutes

Date and Time:	Tuesday, September 16, 2025
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Jesse Britton (virtually), Andrew Fournier, Anne Melady, Annamarie Murray, Kelly Reimer, Allison Schultz
Regrets:	Jacqueline Timmermans, Kim Wolf
Staff Present:	Rosemary Minnella

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

1. Call to Order

Rosemary Minnella, Library CEO, calls the meeting to order at 6:32pm.

2. Approval of the Agenda

Moved by: Andrew Fournier

Seconded by: Allison Schultz

That the Agenda is approved as written.

Carried 23-2025

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 May 20, 2025, the Monthly Statistics Report, Monthly Financial Reports (Accounts Payable) – May, June, July 2025 and CEO Quarterly Highlights – Spring and Summer 2025.

Moved by: Annamarie Murray

Seconded by: Andrew Fournier

That the Consent Agenda: Board minutes of May 20, 2025, the Monthly Statistic Report, Monthly Financial Reports from May, June, July 2025 and CEO Quarterly Highlights from Spring and Summer 2025 are approved and accepted as information.

Carried 24-2025

5. Business Arising

5.1. Bulletin Boards

Additional bulletin boards are mounted on the first, second and fourth floors to promote library-related programs and events. Existing bulletin boards in the entrance vestibule focus on local community events and services from non-profit organizations, in addition to Perth County Information Network (PCIN) partner library joint initiatives, in accordance with the Library's *Community Information & Displays* policy.

5.2. Memorandum of Understanding Update

Municipal department managers are reviewing updated wording for the Library's Memorandum of Understanding (MOU). This document outlines the responsibilities of municipal and library staff related to West Perth Public Library in the areas of human resources, financial services, information technology, facility maintenance, insurance and risk management, marketing, legal services and corporate training.

6. New Business

6.1. Hourly Patron Attendance

Library Board members review in-person visitation statistics for West Perth Public Library from November 2024 and January to August 2025. Patterns in foot traffic are discussed to consider optimal open hours for patron usage.

6.2. Building Condition Assessment

In May 2025, Facility Risk Solutions conducted building condition assessments for a number of municipal buildings in West Perth, including West Perth Public Library. Board members review and discuss assessment results for the library building.

6.3. Mitchell District Arena and Community Centre Task Force

The Mitchell District Arena and Community Centre Task Force assembled this spring to determine future plans for the West Perth Community Centre/Arena. One possibility for the venue includes an expansion with amenities such as a Library. Upgrades and/or changes to the Community Centre/Arena would take place within the next few years. Next steps will require distributing information for community input and determining funding options.

6.4. PCIN Board Meeting – September 10, 2025

PCIN Board members met virtually on Wednesday, September 10, 2025. Topics of discussion included a Library Board Evaluation Tool and a Strategic Plan Work Plan Review to discuss progress.

The next meeting is scheduled for Wednesday, November 12 at Perth East Public Library.

6.5. Municipal Joint Health & Safety Committee

Worker and Management representatives from the Library and each municipal department met on Thursday, September 11, 2025 to discuss roles and responsibilities on the Joint Health & Safety Committee. West Perth Public Library has one Worker representative and one Management representative on this committee.

6.6. Municipal Staff Development Day – October 16, 2025

The Municipality will host a half-day Staff Development Day on Thursday, October 16 from 8:30-12:30pm to discuss professional development topics.

Moved by: Allison Schultz

Seconded by: Kelly Reimer

That West Perth Public Library will close on Thursday, October 16, 2025 until 1pm to permit library staff members to attend the Municipality's Staff Development Day half-day sessions.

Carried 25-2025

7. Policies/Plans

No library policies or plans are reviewed.

8. Board Education & Advocacy

8.1. 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:

- Due to changes in its outreach requirements, Service Canada no longer visits West Perth Public Library. Library staff continue to provide free access to all government documents and program information;
- Employment Ontario will terminate funding for Partners In Employment as of September 30, 2025 so the Library will welcome a representative from Agilec Employment Services each month beginning in October. Agilec has taken over employment support for West Perth, Huron County and other areas;
- Perth County Reads literacy activities for all ages continued throughout the summer and into the autumn to promote Dan Needles' book, *Finding Larkspur*;
- New community passes:
 - Kadylack Farm Community Pass is a new seasonal pass for one carload to enter Kadylack Farm in Atwood. The season ran for a few weeks in July and August;
 - Kustermans Adventure Farm passes are valid from April to December, offering free admission for one to the family-friendly venue in Mount Brydges;
 - The London Children's Museum will recommence its Library Lending program this fall, and West Perth Public Library will offer a free family pass to patrons.

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, October 21, 2025. 6:30pm. West Perth Public Library.

11. Adjournment

Moved by: Anne Melady

Seconded by: Allison Schultz

That we do now adjourn: 7:38pm

Carried 26-2025

Jesse Britton, Chair