
Date and Time:	Tuesday, November 18, 2025
Location:	West Perth Public Library, 105 St. Andrew Street, Mitchell ON
Present:	Jesse Britton, Andrew Fournier, Annamarie Murray, Anne Melady, Kelly Reimer, Allison Schultz, Jacqueline Timmermans
Regrets:	Kim Wolf
Staff Present:	Rosemary Minnella, Daniel Hobson (Guest for Closed Session: Chief Administrative Officer, Municipality of West Perth), Sarah Perreault (Guest for Closed Session: Human Resources/Health & Safety Coordinator, Municipality of West Perth)

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

1. Call to Order

Jesse Britton, Library Board Chairperson, calls the meeting to order at 6:33pm.

2. Approval of the Agenda

Moved by: Annamarie Murray

Seconded by: Anne Melady

That the Agenda is approved as written.

Carried 32-2025

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 October 21, 2025, the Monthly Statistics Report and the Monthly Financial Reports (Accounts Payable) – September, October 2025.

Moved by: Kelly Reimer

Seconded by: Allison Schultz

That the Consent Agenda: Board minutes of October 21, 2025, the Monthly Statistic Report and the Monthly Financial Reports from September and October 2025 are approved and accepted as information.

Carried 33-2025

5. Closed Session

The Library Board Chair closes Open Session and enters into Closed Session at 6:35pm.

5.1. Municipal Staff Survey

Moved by: Annamarie Murray

Seconded by: Anne Melady

That the summary of a municipal staff survey be accepted as information.

Carried 34-2025

5.2. Library Staffing

Moved by: Allison Schultz

Seconded by: Andrew Fournier

That the Library Board authorizes the Library Board Chair to work with the Municipality's Chief Administrative Officer and Human Resources/Health & Safety Coordinator regarding a specified matter.

Carried 35-2025

The Library Board Chair closes Closed Session and re-enters into Open Session at 7:11pm.

6. Business Arising

6.1. 2026 Library Budget Update

The Library CEO gives an update on the 2026 Library Budget with 2025 Actuals to date. Library Board members approved the 2026 Library Budget submission on October 21 (Motion 29-2025).

6.2. Memorandum of Understanding with Municipality of West Perth Update

The Chief Executive Officer of the Municipality of West Perth, with the assistance of municipal department managers, is currently reviewing a Memorandum of Understanding (MOU) between the Municipality and West Perth Public Library. The MOU outlines roles and responsibilities of municipal staff members regarding work performed on behalf of the Library. An updated document is expected to be ready for Board review in the new year.

7. New Business

7.1. 2023-2024 Impact of Technology Services in Ontario Public Libraries (live weblink to document)

This document summarizes statistics gathered from Ontario public libraries regarding the technology-based needs and requests from their communities. West Perth Public Library regularly issues public and staff surveys requesting input on technology-related needs. This 'Impact' document is compiled through the Toronto Public Library's Bridge initiative.

7.2. PCIN Board Meeting – November 12, 2025

The Perth County Information Network (PCIN) Board met on November 12, 2025 at Perth East Public Library. Discussion items included the 'Perth County Reads 2025' literacy initiative, a Board self-evaluation tool, succession goals for future Board members and the 2026 meeting schedule.

7.3. 2026 Library Board Meeting Schedule

Board members agree to continue meeting on the third Tuesday of each month—except July, August and December—at 6:30pm in 2026.

Moved by: Jacqueline Timmermans

Seconded by: Andrew Fournier

That the Library Board 2026 meeting schedule is approved as submitted.

Carried 36-2025

8. Policies/Plans

9. Board Education & Advocacy

9.1. 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:

- Paws 4 Stories: The Library is hosting a service animal from the St. John Ambulance and its handler each Thursday evening in November. School-aged children read to a service animal to practice reading and literacy skills. Sessions will recommence in April;
- Dungeons & Dragons: This program, in partnership with the Youth Centre, continues to be very popular. The Youth Centre is looking for additional volunteers to assist on Monday evenings;
- Agilec Employment Services: A representative from Agilec will visit West Perth Public Library each month to offer free assistance with employment services and resources. Sessions will begin in 2026.

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.

10. Other

No other agenda items are discussed.

11. Next Meeting

Tuesday, January 20, 2026. 6:30pm. West Perth Public Library.

12. Adjournment

Moved by: Annamarie Murray

Seconded by: Jacqueline Timmermans

That we do now adjourn: 7:59pm

Carried 37-2025



Jesse Britton, Chair