

Regular Meeting– February 26, 2018

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday February 26, 2018 at 5:30p.m.

In attendance were:

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Jennifer Dickson, Councillor, Tay Valley, **Chair**

Carol Rigby, Tay Valley

Ted Parkinson, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Richard Morris, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

Regrets:

Lynda Kanelakos, Town of Perth

John Gemmell, Deputy Mayor, Town of Perth

Jennifer Dickson called the meeting to order at 5:28 p.m.

Declaration of interest - none

Approval of previous minutes

18-10 The minutes of January 15th meeting approved as amended with a motion from Ted Parkinson and seconded by George Sachs.

Carried.

Additions and approval of agenda

18-11 The agenda was approved with the addition of 12. C & D with a motion from Carol Rigby and seconded by John Kalbfleisch.

Carried.

Delegations - none

CEO's Report

18-12 The February 2018 CEO's report was received with a motion by Carol Rigby and seconded by Ted Parkinson.

Carried.

Financial Report

18-13 The January 2018 monthly financial report was received as amended with a motion by Richard Morris and seconded by George Sachs.

Carried.

Correspondence and communications

- a. Resignation – Jim Higginson

Jennifer Dickson provided the Board with the statement from the Chief Administrative Officer of Tay Valley Township on the Investigators Report Follow-Up.

- b. Town of Perth Security Alarm Final Warning Notice
- c. Thank you – Heidi
- d. News Articles
- e. Service contracts – Peggy Malcolm - Erika will gather information and provide a report for the Board to review at the next meeting.

Advocacy Reports

- Richard is working on behalf of the fundraising committee to approach local businesses for support of the Literacy Fund.
- George has been fielding calls and emails from DNE constituents concerned about change at Smiths Falls and Carleton Place libraries. He has been advocating for the Perth library in his responses.
- Carol continues to refresh the information from the library on her community bulletin board. Carol asked if we should consider establishing a network of community bulletin boards in the area. The Book Hub for Tay Valley is proposed to be located at Fall River Restaurant.
- John Kalbfleisch set up a debate on municipal funding in his French conversation group. The conversation led to the conclusion that the library is an essential service.
- Ted has facilitated having the larger bookmarks available in Coutts and has continued to talk about the library and the services offered at all opportunities.

Committee reports

- a. Policy committee report

18-14 The February 2018 policy committee report was received with a motion by Ted Parkinson and seconded by Richard Morris.

Carried.

Policy Review

- a. 2.D-4 Nonunionized staff
- b. 2.D-5 Nepotism
- c. 2.B-5 Risk management

18-15 Updated Policies 2.D-4, 2.D-5 and 2.B-5 were approved with a motion from Richard Morris and seconded by John Kalbfleisch.

Carried

Unfinished/New Business

- a. Honeywell update

18-16 The Board directs that the CEO inform the Town of Perth that the Board does not agree with the invoicing of “Share of Project Costs” for the Honeywell Library Projects. These costs were clearly included in the correspondence with Honeywell and the library and shared with the Town of Perth in a timely fashion. Moved by Carol Rigby and seconded by Ted Parkinson.

Carried.

- b. Board Advocacy Workplan 2018 update – deferred to next meeting where it will be a priority.

Action Item: Board Members should come to the next meeting with their advocacy priorities prepared for discussion.

- c. SOLS email received by Ted is about CEO retirements and succession planning. Deferred to policy committee.
- d. **Action Item: Erika to provide a copy of the final version of the Strategic Plan.**

Upcoming Meeting dates

Property committee Monday March 12 at 6pm
Library Board meeting Monday March 19 at 5:30pm
Policy committee Monday April 9 at 5:30pm
Fundraising committee date tbd

18-17 Motion to adjourn moved by Ted Parkinson at 7:51pm

Chairperson

Secretary-Treasurer