

## **Regular Meeting– May 28<sup>th</sup>, 2018**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Monday May 28<sup>th</sup>, 2018 at 5:30p.m.

In attendance were:

Erika Heesen, CEO  
John Gemmell, Deputy Mayor, Town of Perth, **Chair**  
Lynn Marsh, Secretary-Treasurer  
Carol Rigby, Tay Valley  
Jennifer Dickson, Councillor, Tay Valley  
George Sachs, Councillor, Drummond/North Elmsley  
Richard Morris, Town of Perth  
John Kalbfleisch, Drummond/North Elmsley  
Elliott Neumann, Tay Valley

Regrets:

Ted Parkinson, Drummond/North Elmsley  
Lynda Kanelakos, Town of Perth

John Gemmell called the meeting to order at 5:32 p.m.

**Declaration of interest - none**

### **Approval of previous minutes**

**18-37 The minutes of April 23<sup>rd</sup> meeting approved as amended with a motion from Jennifer Dickson and seconded by Carol Rigby.**

**Carried.**

### **Additions and approval of agenda**

**18-38 The agenda was approved with a motion from George Sachs and seconded by Richard Morris.**

**Carried.**

**Delegations - none**

### **CEO's Report**

**18-39 The May 2018 CEO's report was received with a motion by Jennifer Dickson and seconded by John Kalbfleisch.**

**Carried.**

### **Financial Report**

**18-40 The April 2018 monthly financial report approved with a motion by Richard Morris and seconded by Carol Rigby.**

**Carried.**

## **Correspondence and communications**

- a. News articles
- b. Letters from Smiths Falls Public Library Board & Carleton Place Public Library Board

## **Advocacy Reports**

- Carol keeping the library information on her community bulletin board. She is also always chatting about the library to friends and neighbours.
- Elliot has been talking with friends and family about the Literacy Program.
- Jennifer has been working with CARR on settling a new family and is very appreciative of the library's services.
- George says the DNE book box is very full and doing well. He will be looking into partnering some summer ball events with the library.
- John Gemmell contacted OMYA and Legion regarding donations to the Literacy Fund.

## **Committee reports**

- a. Property committee report

**18-41 The May 2018 property committee report was received with a motion by Jennifer Dickson and seconded by Elliot Neumann.**

**Carried.**

## **Policy Review**

- a. 3.G Advocacy Plan (including Board Workplan)
- b. 3. B Financial Plan

**18-42 Updated Policy 3.G was approved with a motion from Carol Rigby and seconded by Elliot Neumann.**

**Carried**

**18-43 Updated Policy 3.B was approved with a motion from Jennifer Dickson and seconded by Richard Morris.**

**Carried**

John Gemmell left the meeting at 6:45 pm, Jennifer Dickson assumed the chair duties.

## **Unfinished Business**

- a. Audit

**18-44 Auditor's report was accepted with a motion by Elliot Neumann and seconded by John Kalbfleisch.**

**Carried**

**18-45 Motion to move \$7,000 of the cash surplus to the insurance reserve and the remaining \$16,968 of the cash surplus to the capital reserve. Moved by John Kalbfleisch and seconded by Carol Rigby.**

**Carried**

**Action Item: Lynn Marsh to discuss the deficit versus cash surplus with the auditor and report back to the board next meeting.**

John Kalbfleisch left the meeting at 7:08pm

b. Letter to Town of Perth re: Honeywell

**18-46 The draft letter was approved as amended with a motion by George Sachs and seconded by Elliot Neumann.**

**Carried**

c. Report – Library Service Contracts & Options

Options were discussed by the board.

**18-47 The Board directs the CEO to draft a letter to DNE & TV councils regarding current arrangements with Lanark Highlands Library and bring the letter back to the board. Moved by Carol Rigby and seconded by George Sachs.**

**Carried**

### **Upcoming Meeting dates**

Fundraising committee Thursday May 31 at 4pm

Policy committee Monday June 11 at 5:30pm

Library Board meeting Monday June 18 at 5:30pm

Property committee Monday October 1 at 6pm

**18-48 Motion to adjourn moved by George Sachs at 7:24 pm**

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**Chairperson**

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**Secretary-Treasurer**