

Regular Meeting– January 18th, 2021

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 18th at 5:30pm via video conference.

In attendance were:

E Heesen, **CEO**
C Rigby, Tay Valley, **Chair**
L Marsh, **Secretary-Treasurer**
R Rainer, Councillor, Tay Valley
J Matheson, Councillor, Drummond/North Elmsley
J Fenik, Mayor, Town of Perth
S Murray, Drummond/North Elmsley
T Parkinson, Drummond/North Elmsley
D Palmer, Tay Valley
C James, Town of Perth
D Hamilton-Foley, Town of Perth

C Rigby called the meeting to order at 5:38 p.m.

Land/Territory Acknowledgement

Declaration of interest – none

Additions and approval of agenda

**21-01 The agenda was approved with a motion from D Palmer and seconded by C James.
Carried.**

Introduction of new Board members and Committee appointments

**21-02 Motion to appoint D Hamilton-Foley to the policy committee and J Fenik to the property committee. Motion by S Murray and seconded by J Matheson.
Carried.**

Delegations - none

Consent Agenda

- a. Approval of Minutes of November 16, 2020
- b. Correspondence and Communications
 - i. Correspondence from Councillor Leona Cameron
 - ii. News Articles/Media
- c. Committee Reports
 - i. Policy Committee minutes
- d. Statement of Operations

21-03 The Consent agenda was accepted with a motion by S Murray and seconded by T Parkinson.

Carried.

CEO's Report – E Heesen presented and discussed the January CEO's Report.

21-04 The CEO report was accepted with a motion by T Parkinson and seconded by C James.

Carried.

Advocacy Reports

T Parkinson has informed friends and family of curbside pick-up and is planning to discuss Press Reader.

S Murray promoted Kanopy service. She also comments on Facebooks posts in the local buy and sell groups letting people know that they can donate their used books and puzzles to the library.

C Rigby put up current library notices on her local community boards.

Policy Review

- a. 2.A-3 Statement of Values
- b. 2.D-11 Occupational Health and Safety
- c. 2.G-3 Borrowing (consolidation of 2.G-3 and 2.G-8)
- d. 3.F Emergency Preparedness and Response

21-05 Policies 2.A-3, 2.D-11, 2.G-3 and 3.F were accepted with a motion by D Palmer and seconded by D Hamilton-Foley.

Carried.

Unfinished and New Business

- a. COVID19 operational update

21-06 Report received as information. Moved by D Hamilton-Foley and seconded by J Fenik.

Carried.

- b. Staff restructuring update - E Heesen reported on the implementation of the staff restructuring and indicated that all of the revised positions have now been staffed.

21-07 Report received as information. Moved by C James and seconded by D Palmer.

Carried.

Action item: E Heesen to re-issue the staff list (including roles) as well as Board of Directors list.

- c. CEO performance evaluation update – C Rigby updated the board on the reasoning for the revised format and process this year and indicated that the evaluation would be presented at the February meeting.
- d. OLA Super Conference & OLBA Board Bootcamp – E Heesen informed the board that due to the virtual format of the conference this year, she has purchased a pass to allow all staff and board members to attend. The information for registration will be forwarded to each board member.

Upcoming Meeting dates

- a. Property committee Monday, February 8 at 5:00
- b. Board meeting Monday February 22 at 5:30
- c. Policy committee Monday March 8 at 5:30

21-08 Motion to adjourn moved by J Fenik at 6:40pm.

Chairperson

Secretary-Treasurer