The PERTH COUNTY INFORMATION NETWORK

Perth County Information Network Board Meeting

Meeting Minutes
Date: September 15, 2021
Time: 6:30pm
Location: remotely via Zoom

Present

Perth East Public Library	Lois Baillie
North Perth Public Library	John McLeod, Shirley Lynch
St. Marys Public Library	N/A
Stratford Public Library	Michael Corbett, Lorraine Butson
West Perth Public Library	Jacqui Timmermans, Anne Melady

Staff: Sarah Andrews, Julia Merritt, Rosemary Minnella, Krista Robinson, Ellen Whelan, Kendra Roth
Regrets: Lynda Hodgins, Alexis Richards, Melinda Zurbrigg,

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1. **Call to Order**
   Meeting was called to order at 6:32pm by Chair Michael Corbett. Quorum present. Michael Corbett made opening comments and welcomed all attendees.

2. **Approval of the Agenda**
   2021-10 Motion that the proposed agenda be accepted.
   Moved by John McLeod, seconded by Lois Baillie and carried.

3. **Approval of the minutes from June 11, 2021**
   2021-11 Motion that the minutes from June 11, 2021 be accepted.
   Moved by Anne Melady, seconded by Shirley Lynch and carried.

4. **Business Arising from the Minutes**
   Michael Corbett shared the MEMO that was distributed to PCIN Board and Committee members, summarizing the Strategic Plan discussion from June 11, 2021

5. **Management's Report**
   Kendra Roth led discussion on the previously circulated "PCIN Management Committee Report."

   2021-12 Motion to accept this document as information
   Moved by Jacqui Timmermans, seconded by John McLeod and carried.

6. **Systems Admin Report**

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Krista Robinson led discussion on the previously circulated "Systems Administration Report." Board members inquired about the systems process and options for libraries who are going fine free.
2021-13 Motion to accept these documents as information
Moved by Lorraine Butson, seconded by Shirley Lynch and carried.

7. **New Business**

7.1 Indigenous Catalogue
Krista Robinson presented the update on the improved terminology used in the PCIN catalogue.

2021-14 Motion to accept this document as information.
Moved by Lorraine Butson, seconded by Jacqui Timmermans and carried.

7.2 CollectionHQ
Julia Merritt led the discussion on CollectionHQ; providing an overview of the past three years, and how PCIN libraries and staff have used CollectionHQ. The report showed the benefits of CHQ, as well as outlined observations and challenges. PCIN has renewed is subscription for one year. Discussion was had on how CHQ reports would aid staff with collection development.

2021-15 Motion to accept this document as information.
Moved by Shirley Lynch, seconded by John McLeod and carried.

7.3 Fines Free: UMS
Rosemary Minnella provided a PowerPoint presentation to members highlighting the materials recovery services and processes used by Unique Management Services (UMS). The Board discussed the option of Credit Reporting as a tool for materials recovery.

2021-16 Motion THAT THE PCIN Board accept this document as information, AND THAT the Board endorses UMS as a recovery service for lost items, AND THAT the PCIN Management Committee bring a report back to the Board with proposed parameters (i.e. Credit Reporting).
Moved by Shirley Lynch, seconded by Lorraine Butson and carried.

7.4 PCIN 2022 Budget
Julia Merritt led the discussion on the PCIN 2022 draft budget, highlighting a decreased of 0.73%.

2021-17 Motion THAT THE PCIN Board approve the PCIN 2022 Draft Budget.
Moved by Lorraine Butson, seconded by Lois Baillie and carried.

8. **Next Meeting – Wednesday, November 10, 2021 at 6:30pm via Zoom.**

9. **Adjournment**
2021-18 Motion to adjourn at 8:07pm.
Moved by Jacqui Timmermans.

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