



Perth County Information Network Board Meeting

Meeting Minutes

Date: April 13, 2022

Time: 6:30pm

Location: remotely via Zoom

Present

Perth East Public Library	N/A
North Perth Public Library	Shirley Lynch
St. Marys Public Library	Lynda Hodgins, Melinda Zurbrigg
Stratford Public Library	Michael Corbett, Lorraine Butson
West Perth Public Library	Jacqui Timmermans

Staff: Sarah Andrews, Julia Merritt, Rosemary Minnella, Ellen Whelan, Kendra Roth

Regrets: Lois Baillie, John McLeod, Anne Melady, Krista Robinson,

1. Call to Order

Meeting was called to order at 6:34pm by Chair Michael Corbett. Quorum present. Michael Corbett made opening comments and welcomed all attendees.

2. Approval of the Agenda

2022-01 Motion that the proposed agenda be accepted.

Moved by Lynda Hodgins, seconded by Lorraine Butson and carried.

3. Approval of the minutes from November 10, 2021

2022-02 Motion that the minutes from November 10, 2021 be accepted.

Moved by Shirley Lynch, seconded by Melinda Zurbrigg and carried.

4. Business Arising from the Minutes

No business arising from the minutes.

5. Management's Report

Kendra Roth led discussion on the previously circulated "PCIN Management Committee Report." Kendra spoke to the highlights from the past four management meetings, which included the hiring of a new courier driver, launching system wide fines free and auto-renewals, and progress with UMS.

*2022-03 Motion to accept this document as information
Moved by Jacqui Timmermans, seconded by Shirley Lynch and carried.*

6. Systems Admin Report

Julia Merritt led discussion on the previously circulated "Systems Administration Report." Julia highlighted the work Krista Robinson has been doing throughout the past four months. Julia spoke to the new websites that have been launched, the migration to MS 365 mail, and the clean up work that had been completed for the fines free initiative.

*2022-04 Motion to accept these documents as information
Moved by Jacqui Timmermans, seconded by Lorraine Butson and carried.*

7. New Business

7.1 PCIN 2021 Annual Report

Julia Merritt presented the PCIN 2021 Annual Report, prepared by Krista Robinson. Julia highlighted that the active user statistic has been steadily decreasing, and that each library will be working on welcoming users back into their facilities and renewing memberships. PCIN member libraries are encouraged to distribute the annual report how they wish.

*2022-05 Motion to accept this document as information.
Moved by Melinda Zurbrigg, seconded by Lorraine Butson and carried.*

7.2 UMS Update

Sarah Andrews presented the update on UMS, providing an overview on the process UMS follows when reaching out to patrons. The goal of both UMS and PCIN libraries is to retrieve the materials.

*2022-06 Motion to accept this document as information.
Moved by Lynda Hodgins, seconded by Shirley Lynch and carried.*

7.3 Resources & Participation in election procedure

Kendra Roth shared resources provided by OLA for library board members to access during the election season. Board members and staff had a brief discussion how both individual members and boards as a collective could advocate for their public library during election season.

7.4 PCIN Strategic Planning Discussion

Michael Corbett requested that board members and Management Committee prepare key issues facing PCIN for discussion at the June board meeting.

8. Next Meeting – Wednesday, June 8, 2022 at 6:30pm at North Perth Public Library, Listowel Branch.

9. Adjournment

*2022-07 Motion to adjourn at 7:30pm.
Moved by Lorraine Butson.*