



**OUR MISSION:** The mission of Pelham Public Library is to engage, encourage and enrich our community.

Date: April 28, 2021

Time: 6:00 p.m.

**Location: electronically via Zoom**

**Present:** Nicole Nolan (Chair), Councillor Marianne Stewart, Greg Lewis, Gwendoline MacDougall, Catherine McPherson, Madison Smith, Tim Wright

**Staff:** Amy Guilmette (Acting CEO)(minutes), Jo-Anne Teeuwsen (Acting Deputy CEO)

**Regrets:** Gail Pepper, Donald Brown

*We begin this gathering by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.*

1. Call to order/Regrets/Review Health and Safety Guidelines
  - The meeting was called to order at 6:01 p.m. by N. Nolan.
2. Approval of the Agenda for the meeting of April 28, 2021 and receipt of reports and correspondence (This is the opportunity to have additional items added to the agenda)
  - Moved: G. Lewis, Seconded: T. Wright

**That the agenda for the meeting of April 28, 2021 be approved as amended and the reports and correspondence listed on the agenda be received for discussion/action. CARRIED.**

3. Conflict of Interest Declarations  
None.

4. Rules of Procedure
  - Moved: M. Smith, Seconded: T. Wright

**That the Rules of Procedure be suspended as they pertain to Rules of Debate and that Members of the Public Library Board be permitted to participate in the discussion relating**



to the strategic planning session and THAT this permission be recognized for the debate portion only and not be deemed to include making motions or voting privileges. CARRIED.

- A. Guilmette facilitated a discussion of the current status of the current priorities, possible new priorities and then a prioritization of possible actions to complete these priorities.
- The Board added two new priorities: 1) Enhance communication with stakeholders (COVID & Union library) and 2) Research components for building a successful union library
- 2021 Actions were prioritized

## 2021 ACTIONS Top 5 - in no ranked order

Develop a communication plan for stakeholders in consultation with LPL on the union library formation	Research partnership with Pathstone Mental Health for walk-in hours	Replace the carpeting at Maple Acre with flooring more appropriate for craft programs	Develop an action plan for hiring a CEO	Develop a communication plan for stakeholders for COVID
---	---	---	---	---

## 2021 ACTIONS LOWER IN PRIORITY - in no ranked order

Research and update library policies using best practices	Present at local service groups' online meetings to assess non-user perspective of library services	Develop a marketing plan for the Library's Endowment Fund	Review succession planning for the next public library board	Investigate and apply for grants that can fit with a renovation or new build for the Fonthill Branch
---	---	---	--	--

- Complete set of notes from the session are attached in Appendix A.



Colour Coding in Notes from Strategic Planning Section	
Yellow	Continue to be focused on, should be prioritized in 2021
Pink	Satisfactorily complete, but should continue with what has been accomplished in 2021
Grey	Completed actions. No further action in 2021
Blue	On hold. Not finished, will complete after 2021
Green	New actions that should be prioritized in 2021

- Moved: G. Lewis, Seconded: M. Smith

**That the Rules of Procedure be reinstated. CARRIED.**

- Moved: C. MacPherson, Seconded: G. MacDougall

**That the Board actions the Acting CEO to update the 2017 – 2020 Strategic Plan based on the information gathered at this strategic planning session and to present the updated 2017 – 2021 Strategic Plan at the next regular Library Board meeting in May.**

5. Next Library Board Meeting: May 26 at 6:00 p.m. via Zoom.

6. **Adjournment**


- Moved by G. Lewis

**That the Special Library Board meeting of April 28, 2021 be adjourned at 8:28 p.m. CARRIED.**

**The foregoing minutes were approved by Pelham Public Library Board on**

May 26/21  
(date)

  
Amy Guilmette, Secretary

  
Nicole Nolan, Chair