



## Parry Sound Public Library Board Minutes

Tuesday, January 15, 2019-- 9:00 a.m.at the Parry Sound Public Library

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**Members Present:** Nora Alexander, Susan Murphy – Council Rep. Carling Town, Venessa Backman Council Rep. Parry Sound, Doug McCann Council Rep. Parry Sound, Lynne Gregory Council Rep. McDougall, Tom Lundy Rep. Archipelago Rep., Colleen O’Hare, Abbey Dudas, Stephen Heder

**Staff Present:** Rita Orr, C.E.O.

**1.0 Call to Order:** The meeting was called to order at 9:14 a.m.

Being the first regularly scheduled Board meeting of the new Board, the C.E.O. called the meeting to order.

**2.0 Welcome to all Board Members**

R. Orr welcomed all Board members to the first meeting, then proceeded with the meeting

**3.0 APPROVAL OF AGENDA:**

**Motion #2019-**

We the Parry Sound Public Library Board, accept the January 15, 2019 agenda, as circulated to all members to be approved, as amended

Moved by S. Heder and seconded V. Backman

*Carried*

**4.0 DECLARATION OF ANY CONFLICTS OF INTEREST:** None

**5.0 ADOPT MINUTES FROM PRECEDING MEETING:**

**Motion #2019 –**

That we the Parry Sound Public Library Board, accept the minutes from December 11. 2018, presented to all board members be approved as amended.

Moved by: A. Dudas and seconded by S. Heder

*Carried*

**6.0 NEW BUSINESS:**

**a) Motion of new Board Chair and Vice Chair**

A call for nominations of Chair and Vice Chair were sought.

**Motion #2019**

That we the Parry Sound Public Library Board, nominates Nora Alexander as the new Board Chair for the Parry Sound Public Library for a one year ter. (Elections on a yearly basis), as be accepted by the person.

Moved by: S. Murphy and seconded by T. Lundy

*Carried*

**Motion #2019-**

That we the Parry Sound Public Library Board, nominates Tom Lundy, as the new Board Vice-Chair for the Parry Sound Public Library for a one year term. (Elections on a yearly basis), as be accepted by the person.

Moved by: C. O'Hare and seconded by S. Murphy

***Carried***

**b) Motion to approve payroll increases for 2019 budget.**

That we the Parry Sound Public Library board, approves the 0.8% cost of living increases for 2019 for all staff and will be retroactive to January 1, 2019, once budget has been approved by the Parry Sound Council as per the Town of Parry Sound budget increase results, as circulated to all members be approved.

Moved by: T. Lundy and seconded by N. Alexander

***Carried***

**c) Motion to change of banking signage information**

That we the Parry Sound Public Library Board, approves to have Nora Alexander and Tom Lundy., be added onto the financial signage list with the C.I.B.C. in Parry Sound and continue having Rita Orr, C.E.O. as circulated to all members be approved.

Moved by: A. Dudas, seconded by S. Heder

***Carried***

**d) 2019 Budget Presentation**

R. Orr stated that the Budget presentation to the Council of the Town of Parry Sound will be on Tuesday, February 5, 2019 at 7:00 p.m. She mentioned that the 2019 budget is in the Board package.

The other presentation for Carling, McDougall and Archipelago will be announced and an email will go out to all board members with the future dates once approved.

**e) Volunteer Recognition for Terry Zanussi 11 years**

Discussion took place in regards of a luncheon for T. Zanussi. N. Alexander will ask T. Zanussi when she is available and R. Orr will send out an email on date and time.

T. Lundy mentioned that it would be nice to have a Volunteer Plaque for Board members and Volunteers who have served their time with the Parry Sound Public Library for example 5 years and more. The Board agreed to this idea. R. Orr will proceed with a policy for this and have criteria's. T. Lundy mentioned he will start searching for a plaque.

**f) Board members training binders – future training in April 2019 from OLS-North**

R. Orr handed out training binders to all board members with information regarding library Board training. In April 2019 there will be training at the Parry Sound Public Library from a guest speaker from Ontario Library Service North to facilitate the meeting. This will be approximately 3 hours. More information will be coming.

## 7.0 CORRESPONDENCE:

- a) Letter from the West Parry Sound District Museum a thank you.

## 8.0 FINANCIAL REPORTS:

### Motion #2019 –

We the Board accept the Treasurer's report of disbursements as presented from December 16, 2018 to December 31, 2018 in the amount of \$15,043 and January 1 to 15<sup>th</sup>, 2019 in the amount of \$11,900.79, as presented be approved.

Moved by L. Gregory and seconded by D. McCann

*Carried*

## 9.0 CHIEF EXECUTIVE OFFICER'S REPORT:

R. Orr addressed the Library Board members:

"Thank you for your passion in volunteering here at the Parry Sound Public Library. We're going to have a wonderful year as we did last year. We reached our goal for the Elevating minds campaign of \$5,000 and we're hoping to raise \$7,000 this year. The Hand Bag for Hope was a huge success 160 handbags went out to the community and surrounding communities.

On a personal note I would like to thank you all from my family and myself for all the wonderful condolences we received during the past 8 weeks, we certainly appreciated the support."

### a) Elevating Minds Campaign Update:

- 1) **Social: Hollywood Classics** – Saturday, October 19, 2019 from 6:00 p.m. to 9:30 p.m.

More information to follow. Sponsor letters will be sent out first week of February.

- 2) **Yard Sale Saturday, July 6, 2019 from 8:00 a.m. to 1:00 p.m.**

We will be collecting items for the Yard Sale from June 4<sup>th</sup> to July 5, 2019 for this event.

### b) Savings of Utilities in 2018 – Total \$1,501.39

R. Orr was pleased to say we saved funds with utility costs. This is due to shorter hours which were implemented in 2017 and exchanging light bulbs to more efficiency bulbs.

## 10.0 OTHER REPORTS:

### a) OLA (Ontario Library Association Conference January 30 to 31, 2019)

R. Orr mentioned that Parry Sound Public Library was approved to doing a presentation on our "Surfin' Seniors" program. The staffs have been working diligently on a script and a commercial for this presentation. The commercial will be put on our web site for all to see. R. Orr mentioned that she was very proud of the team and looking forward to promoting Parry Sound at the conference of 7,000 librarians.



11.0 Closed Session – *If Necessary*

12.0 RETURN TO OPEN SESSION - *If Necessary*

13.0 **Motion #2019**

That we the Parry Sound Public Library Board, accept a motion to adjourn at 10:16 a.m.

Moved by: T. Lundy and seconded by D. McCann

***Carried***

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**Next regular meeting is on Tuesday, February 19, 2019 @ 9:00 a.m. @ Parry Sound Public Library**

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*Chair*

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*Rita Orr, C.E.O. Secretary/Treasurer*

APPROVED