

Parry Sound Public Library Board Minutes – Regular Meeting

Tuesday, October, 17, 2017 at 9:00 a.m. @

Parry Sound Public Library

Members Present: Terry Zanussi, Jim Marshall – Council Rep. Parry Sound, Susan Murphy – Council Rep. Carling Town, Nichole Pullbrook – Rep. McDougall , Colleen O’Hare, Nora Alexander

Regrets: Stephen Heder

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

1.0 Call to Order: The meeting was called to order at 9:05 a.m.

2.0 Approval of agenda

Motion #2017 – 20

We the Parry Sound Public Library Board, accept the October 17, 2017 agenda, as circulated to all members to be approved.

Moved by: N. Alexander and seconded by J. Marshall

Carried

3.0 Declaration of any Conflicts of Interest – None

4.0 Welcome New Board Member Nora Alexander, and C.E.O. Rita Orr

5.0 Adopt Previous Minutes:

Motion #2017 - 21

That we the Parry Sound Public Library Board, accept the minutes from June 20, 2017 as presented to all board members.

Moved by: N. Alexander and seconded by J. Marshall

Carried

6.0 Unfinished Business:

6.1 Motion 2017-22

That we the Parry Sound Public Library Board; approve to have Rita Orr, the C.E.O., be added onto the financial signage list with the C.I.B.C. as circulated to all members to approved. Also, to remove Andrea Gaspar past C.E.O. signage, as amended.

Moved by: J. Marshall and seconded by N. Pullbrook

Carried

6.2 Credit Card Application – deferred to a future date

6.3 Strategic Plan Meeting: November 16, 2017 from 9 to 12

It was discussed that the meeting with Steven Kraus is still scheduled for this date.

7.0 New Business:

7.1 Motion #2017- 23

That we the Parry Sound Public Library Board, approves the 1.7 % cost of living increases for 2018 for all staff and will be retroactive to January 1st , 2018, as per the Town of Parry Sound budget increase results, as circulated to all members be approved.

Moved by S. Murphy and seconded by C. O’Hare

Carried

7.2 R. Orr presented a new future Organization Chart for the Parry Sound Public Library. This chart will be discussed further at budget time and is important to outline the needs of the Library for future planning and for pay equity deliberation.

7.3 Motion #2017 – 24

We the Parry Sound Public Library Board accept the following:
Collection Development Policy #OP-4 and the Inter library Loans Policy #OP-19
As circulated to all members, be approved.
Moved by: J. Marshall and seconded by N. Pullbrook

Carried

7.4 Grant application – 2017 -18 Improving Library Digital Services funding for \$3,832 has been submitted.

R. Orr mentioned that this grant will be used to replace at least two computers and purchase laptops for training purposes for the patrons and towards the technology goals of the library.

7.5 October Library Month:

There will be an appreciation Day, on Friday, October 20, 2017 “come and meet the new staff and a thank you to the community.

8.0 Correspondence:

8.1 The Corporation of the Town of Parry Sound Motion No. 2017 -149 New appointed Board member Nora Alexander

8.2 DFS Investments – G.I.C. Renewal this was disused

9.0 Treasurer’s Report:

Motion # 2017 – 25

We the Board accept the Treasurer’s report of Disbursements as presented from June to September 2017 for the amount of \$128,978.00 as presented be approved.

Moved by: J. Marshall and seconded by C. O’Hare

Carried

10.0 C.E.O. Report:

R. Orr mentioned that the first couple of weeks have been exciting and commend all the staff, during the transition. Two of the staff members have signed up for the Library Excel Certification program to benefit the Library. The first course is free **Introduction to Library**. This is sponsored through Southern Ontario Library Service’s. R. Orr has set up a priority list of items to be addressed and the number one area is the A.O.D.A. in the library. All book shelves need to be lowered to be compliant to the A.O.D.A. standards. Other items will be addressed in the future with the board.

A discussion also took place in regards to the bookkeeping and other areas need to be addressed and another new platform for Quick Books. R. Orr stated she is trying to stream line all position with staff’s duties to make their duties easier. Also during the month of November and December the Library will implement “Food for Fines” and hopefully have donations of food items and hygiene items; tooth paste, soap etc., for *Harvest Share*. The items can be dropped into the hamper at the front circulation counter up until December 15th.

11.0 Children’s /Programming Report: Cayla has submitted her report.

12.0 Other Business:

It was mentioned that T. Zanussi and J. Marshall and R. Orr will see what is in the safety deposit box at the C.I.B.C.

13.0 Closed Session:

Motion: #2017-26

Be it resolved, that the Parry Sound Public Library Board does now go into a closed session to discuss an item which relates to financial matters.

Moved by: J. Marshall and seconded by N. Pullbrook

Carried

Open Session:

Motion: #2017 - 29

Be it resolved, that the Parry Sound Public Library Board, return to Open Session at 10:09 a.m. and ratify decisions made.

Moved by: J. Marshall and seconded by N. Pullbrook

Carried

Motion: #2017 – 27

That we the Parry Sound Public Library Board; approve to transfer the GIC at the DFS Investments, Etegra C.U. 1 Year Compound Annual #110280622227 SDOPEN to the One Investment Program for higher interest rates, as circulated to all members be approved, as amended.

Moved by: S. Murphy seconded by: N. Alexander

Carried

Motion: #2017 – 28

That we the Parry Sound Public Library Board; approve to withdraw \$1,000 from the DFS Investments, Entegra C.U. 1 year GIC Compound Annual #110280633337 SDOPEN to go towards education for the library staff for 2017, as circulated to all members be approved, as amended.

Moved by: N. Pullbrook and seconded by: C. O’Hare

Carried

14.0 Adjournment:

Motion: #2017-30

That we the Parry Sound Public library Board, accepts a motion to adjourn at 10:14 a.m.

Moved by: C. O’Hare and seconded by: N. Pullbrook

Carried

Board Draft 2018 Budget Meeting is on Tuesday, November 7, 2018 @ Parry Sound Public Library
Next regular meeting is on Thursday, November 21, 2017 @ 6:00p.m. @ Parry Sound Public Library

Terry Zanussi –Chair

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