



Parry Sound Public Library Board Minutes

Tuesday, December 19, 2017 at 9:00 a.m. @

Parry Sound Public Library

Members Present: Terry Zanussi, Jim Marshall – Council Rep. Parry Sound, Susan Murphy – Council Rep. Nora Alexander, Colleen O’Hare, Stephen Heder

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

1.0 Call to Order: The meeting was called to order at 9:04 a.m.

2.0 Approval of agenda:

Motion #2017 – 47

We the Parry Sound Public Library Board, accept the December 19, 2017 agenda, as circulated to all members to be approved, as amended

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

Carried

3.0 Declaration of any Conflicts of Interest – None

4.0 Adopt minutes from November 7, 2017

Motion #2017- 48

That we the Parry Sound Public Library Board, accept the minutes from November 7, 2017 as presented to all board members be approved as amended.

Moved by J. Marshall and seconded by N. Alexander

Carried

Motion #2017 – 49

That we the Parry Sound Public Library Board, accept the minutes from November 21, 2017 as presented to all board members be approved.

Moved by S. Heder and seconded by J. Marshall

Carried

5.0 Unfinished Business:

5.1 Accessibility:

R. Orr discussed the criteria for the compliance for A.O.D.A. The new accessible toilet and proper bars have been ordered. Installation of this will take place within the next few weeks. It was discussed that the Grant that R. Orr was hoping to cover the 75% of the cost for a new customer service accessible reception desk for the public and staff is not available; that particular grant was closed July 2017. Therefore, more fundraising needs to be done for this area or taken out of reserves.



Motion #2017 – 50

That we the Parry Sound Public Library Board, agrees to give the CEO R. Orr direction to purchase a new AODA reception desk for the library to be compliant with customer service. The funds will be allocated from the anonymous donation of 2017 which the Parry Sound Public Library received, be approved.

Moved by: _____ Seconded by: _____ **Deferred**

This was discussed and R. Orr was directed to obtain a second quote and bring back to the Board.

5.2 Capacity Grant:

R. Orr advised the board that the funds for this was allocated to a new stand up Computer Express Station which will be also an OPAC Station for our catalogue, new computers, new keyboards, and 2 new mouse. R. Orr stressed that all the computers in the Library are outdated and after a four year plan, eventually they will be replaced.

6.0 New Business:

6.1 Motion #2017 - 51

That we the Parry Sound Public Library Board, accept the resignation of Nicole Pullbrook as board member as per her E-mail on November 30, 2017, with regret, as presented to all board members.

Moved by: S. Heder and seconded by J. Marshall **Carried**

6.2 New Policy – Video Surveillance Policy OP-23

Motion #2017 -52

Policy #OP-23Video Surveillance Policy as circulated to all members be approved.

Moved by: J. Marshall and seconded by S. Murphy **Carried**

6.3 Amended Policy: Accessible Customer Service OP-03

Motion #2017-53

We the Parry Sound Public Board accept the following:
Policy #OP-03 Accessible Customer Service Policy as amended from the April 2015 report, as circulated to all members be approved, as amended.

Moved by: J. Marshall and seconded by S. Murphy **Carried**

6.4 Inspection by the Parry Sound Fire Department “Notice of Violation”

R. Orr reported that Captain John Tuck did an inspection on the building and gave a list of items to be completed by January 8, 2018. R. Orr reported that she has contacted the individuals and contractors to complete the work and sees no problems arising from this notice.

6.5 Parry Sound Public Library Fire Safety Plan:

This is in draft format, the Fire Department will review it and approve.

6.6 Installation of Emergency Lighting and Exit Signs will be installed over the Christmas week.

6.7 Wi-Fi Security Acceptance Check Box:

R. Orr reported that this has been installed to all Wi-Fi application and public computers for security and control of our bandwidth.

7.0 Correspondence:

7.1 Letter from Julie Chiamonte, letter was answered by Terry Zanussi

7.2 OLS – North – New Ontario Library Tagline – “A Visit Will Get You Thinking”

7.3 Letter Trestle Brewing Company – Intent to manufacture and serve alcohol located at 9 Great North Rd. Parry Sound.

8.0 Financial Report:

8.1

Motion #2017- 54

We the Board accept the Treasurer’s report of Disbursements as presented from November 15, 2017 to December 15, 2017 for the amount of \$15,725.22 as presented be approved.

Moved by J. Marshall and seconded by N. Alexander

Carried

Motion#2017 - 55

That we the Parry Sound Public Library Board, agree to allocate all surplus funds from 2017 to be transferred into the reserve account at the end of year 2017, be approved.

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

Carried

9.0 C.E.O Report:

1) R. Orr reported that she gives a big thank you to the Parry Sound North Star reporter Stephannie Johnson for reporting on the 2018 Budget Presentation which was



presented to Council December 5, 2018, thank you to the Board members who came out to this event.

- 2) R. Orr mentioned that the Board received an invite to the Mayor's New Year's Levee, Sunday, January 7th, 2018th. It would be nice to have a few board members participate in this event.
- 3) Work on the replacement of 2 heat detectors in the lower area to smoke detectors and to install a second siren on the 2nd floor above the key pad, also to put a smoke detector in the electrical room and the kitchen, will be taken place on January 15th, 2018
- 4) All staff will be trained on January 15th on the de-fibular, evacuation of the building this will be done by Huronia and the Fogs will be checked also and continuing with A.O.D.A. compliance training.
- 5) R. Orr reported she is meeting with Councillor S. Murphy and the C.A.O. of Carling regarding the service contract regarding 2018 Budget.

10.0 Other Reports – Children's/Program Department Report – Submitted by Cayla Norrie

11.0 Other Business:

Councillor S. Murphey brought to the attention that the past Friends of Library received a wish list. R. Orr will investigate to see if there was one still incomplete.

12.0 Closed Session – *Not Necessary*

13.0 Motion #2017- 56

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

Moved by S. Heder and seconded by J. Marshall

Carried

Next regular meeting is on January 16, 2018 @ 9:00 a.m. @ Parry Sound Public Library

Terry Zanussi –Chair

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