

PARRY SOUND PUBLIC LIBRARY BOARD MEETING MINUTES

Tuesday, April 23, 2019 @ 9:00 a.m.

At the Parry Sound Public Library

Members Present: Nora Alexander, Tom Lundy Rep. Archipelago, Susan Murphy – Council Rep. Carling, Vanessa Backman Council Rep. Parry Sound, Doug McCann Council Rep. Parry Sound, Lynne Gregory Council Rep. McDougall, Stephen Heder, Abbey Dudas

Regrets: Colleen O’Hare

Staff Present: Rita Orr, C.E.O. and Selena Martens

1. CALL TO ORDER: The meeting was called to order at 9:02 a.m.

2. APPROVAL OF AGENDA

Motion 2019 –

We the Parry Sound Public Library Board, accept the April 23, 2019 agenda, as circulated to all members to be approved, as amended.

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

Carried

3. DECLARATION OF ANY CONFLICTS OF INTEREST

4.1 Welcome Eric Cavanagh, CPA, CA, A&A Manager, BDO Canada LLP/BDO Canada Limited

E. Cavanagh reviewed the 2018 Draft Audit Report with the board members

4.2 Welcome Rebecca Johnson – Clerk/Executive Assistant Town of Parry Sound

The Code of Conduct for Boards to commission the oaths (see package) for all board members to sign. R. Johnson distributed to all board members the Code of Conduct for all Council, Boards and committees for the Town of Parry Sound to review and sign of receiving this information. It was recommended by T. Lundy that this Code of Conduct be added to the Parry Sound Public Library By-laws for the Board members for future reference.

5. ADOPT MINUTES of the Preceding meeting

Motion 2019 – to adopt minutes of March 12, 2019

That we the Parry Sound Public Library Board, accept the minutes from March 12, 2019 presented to all board members.

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

Carried

6. UNFINISHED BUSINESS:

6.1 Volunteer Recognition Plaque – Tom Lundy

Plaque is ready for the inscription of names. It was discussed that volunteers who have volunteered at the Parry Sound Public Library for 5 years or over be put onto the recognition plaque as of the past 10 years and moving forward.

6.2 2019 Budget Meetings Update

R. Orr reported that all funds from the Town of Parry Sound have been received. Usually the other

three contract partners will send in their portions by May.

6.3 Monday, May 6, 2019 – OL-North Training for Board members from 10:30 a.m. to 1:30 p.m. Light lunch provided

R. Orr will confirm with OL – North if it is still going ahead and will send an R.S.V.P. invite to all board members

7. NEW BUSINESS -

7.1 Governance: Common Library Acronyms & Terms

To all board members this is a list for common library acronyms and terms for reading.

8. CORRESPONDENCE –

8.1 Canadore College Governance Course (see attached)

Motion 2019

That we the Parry Sound Public Library Board, agrees to pay \$30.00 towards the Canadore College Governance Course which is being held on June 11, from 1:00 p.m. to 4:00 p.m. at the college, for the following board members, N. Alexander, S. Heder, A. Dudas

Moved by T. Lundy and seconded by S. Murphy

Carried

**Note: Board members need to submit a receipt from the College for reimbursement.*

8.2 Mayor Mike Konoval – The Township of Carling – Invitation to the Grand Opening of the Carling Community Ctr. It was discussed that some of the board members will attend this Grand Opening on Saturday, June 8, 2019

8.3 OLS-North Funding for 2019-2020 – Email from Mellissa D’Onofrio-Jones CEO OLS –North A Notice of the suspension of “Inter Library Loans Services” has been posted on facebook and Instagram and on the Parry Sound Public Library web site. The staff will call all patrons who are waiting for pending books and who have books out, to return all items to our library so we can send back to the appropriate library that we have borrowed from.

9. FINANCIAL –

9.1. Motion to adopt treasurer reports:

Motion 2019

We the PSPL Board accept the Treasurer’s report of Disbursements as presented from April 1, 2019 to April 15, 2019 in the amount of \$14,004.27, as presented by approved.

Moved by V. Backman and seconded by S. Murphy

Carried

9.2 Motion to adopt 2018 Audit Report

Motion 2019 -

That we the Parry Sound Public Library Board, accept and approve the 2018 Audit Report Draft from B.D.O. Canada LLP, dated April 6, 2019, as circulated to all members be approved.

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

Carried

9.3. March Book Sale total \$325.90 was raised from used books

10. C.E.O. REPORT –

10.1 Community Networking

- 1) *Cottage Docks Reads – Summer Author Reads (Poster attached)*
This is our first outreach program. We are participating with the Township of Carling being held at their new Community Centre during the summer months.
- 2) *Summer Programs Calendar (Poster attached)*
The T.D. Summer Reading calendar has been completed and many programs are set for July and August.
- 3) *Spring Newsletter - Upcoming events and information about the library*

11. OTHER REPORTS –

R. Orr mentioned she is investigating the possibility of having a “Water Bottle Refilling Station” here at the library. More information will be submitted in the future.

12. OTHER BUSINESS-

12.1 Board Chair Report - Nora Alexander

N. Alexander mentioned that C.E.O. Appraisal is set for April 29th.

13. CLOSED SESSION –Necessary

Motion 2019

This portion of the meeting was held *in camera* pursuant to Ontario Public Library Act, Section 4.

Moved by: T. Lundy seconded by A. Dudas

Carried

14. RETURN TO OPEN SESSION

Motion 2019

Be it resolved, that the Parry Sound Public Library Board return to open session.

Moved by D. McCann and seconded by S. Heder

Carried

15. NEXT MEETING & ADJOURNMENT:

Motion 2019

That we the Parry Sound Public Library Board, accept a motion to adjourn at 11:01 a.m.

Moved by T. Lundy and seconded by S. Heder

Carried

Tuesday, May 21, 2019, @ the Parry Sound Public Library 9:00 a.m.