



PARRY SOUND PUBLIC LIBRARY BOARD MEETING

Wednesday, September 13, 2023 @ 9:00 a.m.

PRESENT: Tom Lundy – Chair, Archipelago Rep., Doug McCann, Town of Parry Sound Council Rep., Joe Ryman, Municipality of McDougall Rep., Stephen Heder, Karen Walker, Sandy Bishop
Regrets: Susan Murphy – Vice Chair Carling Township Rep., Jonathan Baxter, Alhan Rahimi
STAFF: Selena Martens, C.E.O., Rolanda Fraser, Manager, Collections & Community Engagement
GUEST: April Denman and Frank Camenzuli (Parry Sound Downtown Business Association)

1. CALL TO ORDER at 9:00 a.m.

2. APPROVAL OF AGENDA

Motion #2023 – 205

That we, the Parry Sound Public Library Board, accept the September 13, 2023 agenda, as circulated to all members to be approved.

Moved by: S. Heder and seconded by D. McCann

Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST – None

4. APPROVAL OF CONSENT AGENDA:

Motion #2023 – 206

That we, the Parry Sound Public Library Board, approve the September 13, 2023 consent agenda, including the Minutes of the Meeting of June 14, 2023, and correspondence, as circulated to all members to be approved.

Moved by: S. Bishop and seconded by K. Walker

Carried

4.1 Minutes:

- a) Minutes of Meeting June 14, 2023

4.2 Correspondence:

- a) Audit Report Letter to the Board of Directors for the Year End December 31, 2022
- b) Northern Ontario Heritage Fund
- c) Parry Sound Community Radio Association Letter
- d) Downtown Business Association – Maple Syrup Festival
- e) Zachary Courtemanche of Weaver, Simmons LLP

5. IN-CAMERA SESSION- NOT NECESSARY

6. NEW BUSINESS AND ITEMS FOR DISCUSSION

6.1 The Board received a presentation from April Denman and Frank Camenzuli from the Parry Sound Downtown Business Association regarding an upcoming Maple Syrup Festival to be held May 04, 2024. The library will provide a 1-page article for the festival's publication. The library's auditorium will be made available for the festival and the possibility of a library program or display will be discussed by the staff.

6.2 Motion #2023-208

That we, the Parry Sound Public Library Board, approve the revised 2022 Audited Financial Statements prepared by BDO, circulated to the Library Board on June 19, 2023.

Moved by: J. Ryman and seconded by K. Walker

Carried

6.3 Motion #2023-209

That we, the Parry Sound Public Library Board, approve the Town of Parry Sound's request to install equipment for the Town's Wi-Fi at the Parry Sound Public Library. This includes access to a power outlet and permission to work inside and outside to deploy the equipment. The Town of Parry Sound will cover all costs and labour.

Moved by: S. Bishop and seconded by D. McCann

Carried

6.4 Motion #2023-210

That we, the Parry Sound Public Library Board, approve the transfer of \$5,000.00 from the Capital Reserve (Acct #7306113) to the Library's General Account (Acct #7306016) for the Library's roof top units in accordance with the 2023 Library Budget.

Moved by: S. Heder and seconded by J. Ryman

Carried

7. UNFINISHED BUSINESS:

7.1 Building Update

7.2 Policy Review – Bylaws and Governance

Motion #2023-211

That we, the Parry Sound Public Library Board, approve the review and revision of the following policies as amended:

BL-02 Composition of the Board – changed to bring in line with the Town of Parry Sound's policy.

BL-05 Meetings of the Board – changed number of required meetings per year.

CCJ-01 CC Johnson Bequest Fund – changed to remove reference to deposit box.

GOV-02 Board Orientation and Training – wording changes in Section 1 and Section 2.

GOV-04 Policy Development – added reference to Fundraising and Volunteer policies.

GOV-6 Board Evaluation – for discussion.

GOV-08 Board & CEO Partnership – updated CEO Job Description.

GOV-09 Emergency CEO Succession Plan – updated to include the Manager, Collections and Community Engagement (Section 5:1)

GOV-12 Board Advocacy – for discussion.

HR-16 Emergency CEO Succession Plan – added Manager, Collections and Community Engagement

Moved by: K. Walker and seconded by S. Heder

Carried

8. FINANCIAL STATEMENTS:

Motion #2023 – 212

That we, the Parry Sound Public Library Board, accept the Treasurer's report of disbursements as presented, from June 01 to June 30, 2023, in the amount of \$41,105.84.

Moved by: K. Walker and seconded by: D. McCann

Carried

Motion #2023 – 213

That we, the Parry Sound Public Library Board, accept the Treasurer's report of disbursements as presented, from July 01 to July 31, 2023, in the amount of \$39,425.11.

Moved by: S. Bishop and seconded by: S. Heder

Carried

Motion #2023 – 214

That we, the Parry Sound Public Library Board, accept the Treasurer's report of disbursements as presented, from August 01 to August 31, 2023, in the amount of \$38,339.67.

Moved by: S. Bishop and seconded by: D. McCann

Carried

9. CEO REPORT:

The Library Board received the CEO's report.

10. OTHER DISCUSSION:

The CEO was directed to postage signage making the renters of the library auditorium aware that the room is monitored by video surveillance for security purposes.

The CEO was directed to share the Library Board's previous Board Work Plan.

The CEO was directed to explore grant possibilities with regards to capital accessibility improvements.

NEXT MEETING AND ADJOURNMENT –

Motion #2023-215

That we, the Parry Sound Public Library Board, accept a motion to adjourn the board meeting at 10:00 a.m.

Moved by S. Heder and seconded by K. Walker

Carried

Next meeting Wednesday, October 11, 2023 @ 9:00 a.m. @ The Library