



PARRY SOUND PUBLIC LIBRARY BOARD MEETING

Wednesday, September 10, 2025 @ 9:00 a.m.

PRESENT: Tom Lundy – Chair, the Township of The Archipelago, Doug McCann, Town of Parry Sound Council Rep., Joe Ryman – Municipality of McDougall Rep., Alhan Rahimi, Sandy Bishop
Via Speakerphone: Rep., Susan Murphy – Vice Chair Township of Carling Rep.

Via Zoom: Karen Walker

STAFF: Selena Martens, C.E.O., Rolanda Fraser, Manager, Collections & Community Engagement

1. CALL TO ORDER at 9:07 a.m.

2. APPROVAL OF AGENDA

Motion #2025-031

That we, the Parry Sound Library Board, accept and approve the September 10, 2025, agenda, as circulated to all members.

Moved by: S. Murphy and seconded by A. Rahimi

Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST – None

4. APPROVAL OF CONSENT AGENDA:

Motion #2025-032

That we, the Parry Sound Public Library Board, accept and approve the September 10, 2025 consent agenda, including the Minutes of the Meeting of June 11, 2025, and Correspondence, as circulated to all members.

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

Carried

4.1 Minutes:

- a) Minutes of the Meeting of June 10, 2025.

4.2 Correspondence:

- a) BDO, Letter to the Board re: 2024 Audit
- b) Jolene Ingribelli, Public Sector Risk Manager for BFL Canada
- c) Brandon Fratarcangeli, Ontario Library Service
- d) Debbie Stivrins, The Rotary Club of Parry Sound

5. IN-CAMERA SESSION – NOT NECESSARY

6. NEW BUSINESS AND ITEMS FOR DISCUSSION

6.1 Board Chair Succession

Chair Tom Lundy provided a Robert's Rules of Order "Cheat Sheet" for members and reminded the Board that elections for Library Board Chair and Vice-Chair will be held at the January 2026 meeting.

6.2 2026 Janitorial Contract

Motion #2025 – 034

That we, the Parry Sound Public Library Board, approve a 4% increase to the janitorial contract held by Clean Bee effective January 2026, and direct the CEO to continue the contract with Clean Bee for 2026 cleaning services.

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

Carried

Stephen Heder joined the Library Board meeting at 9:20 a.m.

6.3 Capital Repairs List (2014 Report)

The 2014 Asset Condition Report from the Town of Parry Sound was presented as an information piece to the Board. Chair Tom Lundy raised the concern that requirements have changed for asset management. Staff were directed to reach out to Town of Parry Sound Staff again for clarity on the asset management of the library building.

6.4 Rotary Offer (see Correspondence)

S. Heder clarified that the Rotary Club has access to local, district and regional grants and that these amounts change. The CEO was directed to respond thanking the Rotary Club for their support and that the Library Board will continue to pursue funding opportunities for the lift and welcomes their support.

6.5 Parry Sound High School Students

Local high school students have been making use of the library during the high school closure and meeting with teachers for technical help. The numbers have been completely manageable in the space and there have been no complaints from students or teachers regarding the library's hours.

Councillor D. McCann stated that the Town of Parry Sound's inspectors had recently approved reopening the old high school building for use by the students.

7. UNFINISHED BUSINESS

8. FINANCIAL STATEMENTS:

Motion #2025-035

That we, the Parry Sound Public Library Board, accept and approve the Treasurer's Report of disbursements as presented, from May 01 to May 31, in the amount of \$39,954.93

Moved by S. Heder and seconded by A. Rahimi

Carried

Motion #2025-036

That we, the Parry Sound Public Library Board, accept and approve the Treasurer's Report of disbursements as presented, from June 01 to June 30, in the amount of \$44,165.50.

Moved by S. Bishop and seconded by D. McCann

Carried

Motion #2025-037

That we, the Parry Sound Public Library Board, accept and approve the Treasurer's Report of disbursements as presented, from July 01 to July 31, in the amount of \$43,221.09.

Moved by K. Walker and seconded by S. Murphy

Carried

9. CEO REPORT:

9.1 The Library Board received the CEO's report.

The CEO indicated that Porch to Pier had been contacted by phone on September 02, 2025, and that their receptionist had agreed pass on the request to look into the possibility of covering the Library's Emergency Exit to Peter and Jeff.

The Board was open to the idea of a volunteer garden being created on the Mary Street side of the library building. Staff were directed to seek further clarification from Don and Willow Labrecque regarding the ongoing maintenance of the garden.

9.2 The Library Board received the 2025 2nd Quarter Statistics

9.3 The Library Board received information on upcoming library programs.

10. OTHER DISCUSSION:

S. Bishop asked if the recommendations from BFL Canada had been put in place regarding the emergency exit, and staff responded that yes, the recommendations have been put into action.

NEXT MEETING AND ADJOURNMENT –

Motion #2025-037

That we, the Parry Sound Public Library Board, accept a motion to adjourn the Board Meeting at 9:58 a.m.

Moved by K. Walker and seconded by S. Murphy

Carried

Next meeting Wednesday, October 08, 2025, 9:00 a.m.