



PARRY SOUND PUBLIC LIBRARY BOARD MEETING

Board Minutes

Tuesday, December 17, 2019 @ 9:00 a.m.

PRESENT: Tom Lundy – Chair, Archipelago Rep., Susan Murphy, Carling Township Rep. - Vice – Chair, Doug McCann, Town of Parry Sound Rep, Vanessa Backman, Town of Parry Sound Rep., Colleen O’Hare, Lynn Gregory, McDougall Rep. and Stephen Heder

Regrets: Abbey Dudas

1. CALL TO ORDER 9:05 a.m.

2. APPROVAL OF AGENDA

MOTION 2019:

That we the Parry Sound Public Library Board, accept the December 17, 2019, consent agenda, as circulated to all members be approved, as amended.

Moved by: C. O’Hare and seconded by V. Backman

Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST

4. CONSENT AGENDA:

4.1: Approval of Board Minutes Meeting A – November 19, 2019

Approval of Board Minutes Meeting B – November 19, 2029

4.2: Correspondence:

a) Ontario Public Library Guidelines Monitoring and Accreditation Council

b) Kevin Finnerty, Assistant Deputy Minister Culture Division, Ministry of Heritage, Sport, Tourism and Culture Industries, regarding changes of the Library Act section 10(1) and section 16(1)

5. IN-CAMERA SESSION – NECESSARY 9:08 A.M.

MOTION 2019:

Be it resolved, that the Parry Sound Public Library Board does now go into a closed session.

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

Carried

MOTION 2019:

Be it resolved, that the Parry Sound Public Library Board does now go out of closed session 9:45 a.m.

Moved by: D. McCann and S. Heder

Carried

6. NEW BUSINESS AND ITEMS FOR DISCUSSION:

6.1 C.E.O. new job description – This job description will be added to the Parry Sound Public Library Policy Binder

7. FINANCIAL:

7.1: Treasurer's Report for November 1 to November 30, 2019 Approval

MOTION 2019:

We the Board accepts the Treasurer's report of Disbursements as presented from November 1 to November 30, 2019, for the amount of \$38,892.08 as presented by approved.

Moved by: C. O'Hare and seconded by L. Gregory

Carried

7.2: Budget 2020 Draft – revised copy added cost of living increases increase in benefits

Be it resolved, that the Parry Sound Public Library Board approves the 2020 draft budget on approval by the Town of Parry Sound

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

Carried

7.3: Revenue from the photocopier- This was discussed and that the 5 year lease is finished in June and the Library has contracted out a economical photo copier for the next 5 year lease.

7.4: Comparatives 2015 Library Statistics was handed out to all Board members, this was done in 2015 it shows other area public Libraries the cost per Capita, per household and population. Parry Sound is one of the lowest.

7.5: Budget Presentations to all Councils – first Budget Presentation is at the Town of Parry Sound on Tuesday, January 21, 2019 @ 7:00 p.m. at the Town of Parry Sound Council Chambers

7.6: Self-Generated Income for the Library

R. Orr brought forward a list of self- generated income that the Library has produced during 2019 the total as of this point is \$27,446 This was accomplished by fundraising, auditorium rental, café sales, photocopies and fax, fines memberships and others

7.7: Occupancy Cost for 2019 for the library building. This amount is approximately \$41,000 for this year including utilities, insurance, security, rooftop units, window cleaners, etc.

8. CEO REPORT:

8.1 Up-coming events (Posters)

- The Next Page December 2019 Newsletter – this was sent out by E-Blast
- Silly Saturday's with Hartley and Josh will begin in January 2020 in the children's department.

8.2 Update on Light up the Park

R. Orr mentioned over all it was a very successful evening. The Library had approximately 1000 people come through the doors. Collaborating with the Parks and Recreation Department this year was prosperous. We are working on next year's event and are excited with the ideas coming forward.

8.3 Inventory update

R. Orr mentioned that the inventory is almost complete. This has taken approximately two years to obtain an accurate data base and to have the proper numbers in the data and with JASI, the Library software program.

8.4 OLA Conference;

R. Orr mentioned that four staff members will attend the Ontario Library Association Conference in Toronto for one night and one day. This year the association gave small libraries a discount of 50%. Plus R. Orr receives a discount for the hotel rooms. This will take place on January 31, 2020

9. BOARD ACTION REPORT

9.1 Presentation by Tom Lundy was given to Selena Martins for 10 years of service with the Parry Sound Public Library.

9.2 Board Action Report –

It was discussed that the C.E.O. Performance Review will be in April 2020

9.3 It was discussed with the new “Library Act” changes; the Board will meet on the following dates:

<p>January 21, 2020 March 17, 2020 April 14, 2020 June 16, 2020 September 15, 2020 October 20, 2020 December 15, 2020</p>
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10. ROUND TABLE DISCUSSION

11. NEXT MEETING AND AJOURNMENT

MOTION:

That we the Parry sound Public Library, accept a motion to adjourn at 10:25 a.m.

Moved by C. O’Hare and seconded by V. Backman

Carried

Tuesday, January 21, 2020 @ 9:00 a.m.