



# PARRY SOUND PUBLIC LIBRARY BOARD MEETING

Wednesday, April 12, 2023 @ 9:00 a.m.

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

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**1. CALL TO ORDER at 9:02 a.m.**

**2. APPROVAL OF AGENDA**

**Motion #2023 – 187**

That we, the Parry Sound Public Library Board, accept the April 12, 2023 agenda, as circulated to all members to be approved.

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

*Carried*

**3. DECLARATIONS OF CONFLICTS OF INTEREST – None**

**4. APPROVAL OF CONSENT AGENDA:**

**Motion #2023 – 188**

That we, the Parry Sound Public Library Board, approve the April 12, 2023 consent agenda, including the Minutes of the Meeting of March 08, 2023, as circulated to all members to be approved.

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

*Carried*

**4.1 Minutes:**

- a) Minutes of Meeting March 08, 2023

**5. NEW BUSINESS AND ITEMS FOR DISCUSSION**

**Motion #2023-189**

That we, the Parry Sound Public Library Board, allow the use of library property by the Pool Committee on Tuesdays throughout summer 2023.

Moved by: T. Lundy and seconded by D. McCann

*Carried*

**Motion #2023-190**

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

- BL-01 Statement of Authority
- BL-03 Terms of Reference of the Officers
- BL-04 – Powers and Duties of the Board
- BL-06 Amendment of Bylaws

- GOV-01 Purpose and Duties of the Board
- GOV-03 Committees of the Board
- GOV-05 Planning
- GOV-07 Financial Control-Oversight
- GOV-10 Consent Portion of the Agenda Inclusions and Exclusions
- GOV-11 Succession Planning
- HR-01 Human Resources Management
- HR-03 Terms and Conditions of Employment
- HR-04 Vacation, Public Holidays and Leave
- HR-06 Payment of Job-Related Expenses
- HR-13 Whistleblowing Policy
- HR-14 Use of Technology & Staff Use of Social Media
- OP-11 Information Services – Reference Services
- OP-14 Displays Bulletin Boards Advertising and Sales

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

*Carried*

## **6. UNFINISHED BUSINESS:**

### **6.1 Building Update – NOHFC Grant Update**

The library is currently seeking a third quote for the replacement of the HVAC units.

## **7. FINANCIAL STATEMENTS:**

### **Motion #2023 – 191**

That we, the Parry Sound Public Library Board, accept the Treasurer’s report of disbursements as presented, from March 01 to March 31, 2023, in the amount of \$35,903.89.

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

*Carried*

## **8. CEO REPORT:**

The CEO’s Report and 1<sup>st</sup> Quarter Statistics were presented to the Board.

The Parry Sound Public Library Board thanks the Knights of Columbus for the donation of a new Victor Reader (DAISY Player) to the library.

Library Staff were directed to write an email to the Canadian National Film Board suggesting moving future National Film Days to a Saturday.

## **9. IN CAMERA SESSION**

### **Motion #2023-192**

That we, the Parry Sound Public Library, do now go into closed session at 9:35 a.m. to discuss personal matters about an identifiable individual or individuals.

Moved by A. Rahimi and seconded by J. Baxter

*Carried*

### **Motion #2023-195**

That we, the Parry Sound Public Library Board, do now move out of closed session at 9:47 a.m.

Moved by S. Bishop and seconded by S. Heder

*Carried*

**Motion #2023-196**

That we, the Parry Sound Public Library Board, approve the CEO to attend the Amberley Gavel Academy Four Day Program for CAOs and Senior Managers from April 25 – 28, 2023.

Moved by D. McCann and seconded by S. Bishop

*Carried*

The Parry Sound Public Library thanks The Township of The Archipelago for this great training opportunity and asks other municipal representatives to please keep library staff in mind when training opportunities arise.

**10. OTHER DISCUSSION:**

**NEXT MEETING AND ADJOURNMENT –**

**Motion #2023-197**

That we, the Parry Sound Public Library Board, accept a motion to adjourn the board meeting at 9:55 a.m.

Moved by D. McCann and seconded by J. Baxter

*Carried*

**Next meeting Wednesday, May 10, 2023 @ 9:00 a.m. @ The Library**