

# PARRY SOUND PUBLIC LIBRARY BOARD MINUTES

Tuesday, March 12, 2019

Tuesday, February 19, 2019 at 9:00 a.m. Cancelled

At the Parry Sound Public Library

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**Members Present:** Nora Alexander, Susan Murphy – Council Rep. Carling, Venessa Backman Council Rep. Parry Sound, Lynne Gregory Council Rep. McDougall, Colleen O’Hare, Abbey Dudas

**Regrets:** Tom Lundy Rep. Archipelago, Stephen Heder, and Doug McCann Council Rep. Parry Sound

**Staff Present:** Rita Orr, C.E.O.

**1. CALL TO ORDER:** The meeting was called to order at 9:05

**2. APPROVAL OF AGENDA**

Motion 2019 – to adopt agenda

We the Parry Sound Public Library Board, accept the March 12, 2019 agenda, as circulated to all members to be approved, as amended.

**Moved by:** C. O’Hare and seconded by A. Dudas

**Carried**

**3. DECLARATION OF ANY CONFLICTS OF INTEREST - None**

**4.** Rebecca Johnson sent her regrets; she will come to the next meeting on April 23, 2019

Rebecca Johnson – Clerk/Executive Assistant Town of Parry Sound

**4.1.** Code of Conduct for Boards to commission the oaths (see package) for all Board Members to sign.

**5. ADOPT MINUTES of the Preceding meeting**

Motion 2019 –

That we the Parry Sound Public Library Board, accept the minutes of January 15, 2019, as presented to all board members.

**Moved by:** V. Backman and seconded by L. Gregory

**Carried**

**6. Unfinished Business:**

**6.1** Volunteer Recognition Plaque – Tom Lundy – will be discussed at next meeting

**6.2** 2019 Budget Meetings Update

- R. Orr reported that all the 2019 Budget presentations to all four Councils went well. The 2019 budget commercial was well received. The commercial will be posted on the library web site for the public to review. This commercial outlined the popular events and statistics for 2018 for the Parry Sound Public Library.

**7. NEW BUSINESS -**

**7.1** Fad Architects Ramp Budget – (Discussed in 2018 carried over to 2019) For Discussion

- This was discussed and the Board gave R. Orr directions to send a thank you letter to Fad Architects. Further to the discussion it was decided further investigation needs to be done on this issue.

**7.2** Accessible Circulation Desk and furniture – (Discussed in 2018 carried over to 2019) For Discussion

- N. Alexander discussed this with the Board and mentioned that a local carpenter will be

giving the Library a quote on a new circulation desk in the near future.

**7.3 Governance: Bylaws – BL – 01 to 06 (see attached)**

- R. Orr submitted the Governance Bylaws for the boards training awareness. These will be discussed in the spring Board training presented by the OL-North. N. Alexander suggested a Monday would be good for training. R. Orr will relate this to OL - North

**8. CORRESPONDENCE –**

**8.1** 3 Pitch Tournament June 14, 2019 – e-mailed Library Team – due to lack of interest, no Library team will be participating in this event

**8.2** Vicki Stevenson – Rideau Lakes Public Library – Thank you

**9. FINANCIAL –**

**9.1. Motion to adopt** treasurer reports:

**a) Motion #2019 – A**

We the P.S.P.L. Board accept the Treasurer’s report of disbursements as presented from January 31, 2019 to February 15, 2019 in the amount of \$34,252.11, as presented to be approved, as amended.

Moved by: V. Backman and seconded by L. Gregory

**Carried**

**b) Motion #2019 – B**

We the P.S.P.L. Board accept the Treasurer’s report of Disbursements as presented from February 16, 2019 to February 28, 2019 in the amount of \$16,872.42, as presented be approved.

Moved by: L. Gegory and seconded by A. Dudas

**Carried**

**c) Motion #2019 – C**

We the P.S.P.L. Board accept the Treasurer’s report of Disbursements as presented from March 1, 2019 to March 29, 2019 in the amount of \$27,677.69, as presented be approved.

Moved by: A. Dudas and seconded by C. O’Hare

**Carried**

**9.2. Motion to adopt** transfer the 2018 Elevating Minds funds to the reserve account.

Motion 2019

That we the P.S.P.L. Board, agree to move \$5,206.27 from the 2018 Elevating Minds Campaign to the new Account Fundraising Budget reserve, as presented to all board members, as amended.

Moved by: L. Gregory and seconded by V. Backman

**Carried**

**9.3. Motion to adopt** transfer of the 2018 Capital funds to the reserve account.

Motion 2019

That we the P.S.P.L. Board, agree to move \$4000.00 from the 2018 Budget to the Capital reserve, as presented to all board members.

Moved by: L. Gregory and seconded by V. Backman

**Carried**

**Note:** It was discussed with all board members that future consideration requesting that the ownership of the Library Building revert back to the Town of Parry Sound.

**Note:** R. Orr mentioned that the staffs are investigating to obtain a “GO FUND Account”

**10. C.E.O. REPORT –**

**10.1** OLA Report - Attached

**10.2** 2018 Statistics – Attached

**10.3 Community Networking**

1) *Partnering with Carling Township Rec. Centre to have a children’s program with Georgian Bay Biosphere in July*

2) *Partnership with the Parry Sound Museum at our Yard Sale*

3) *Sports and Recreation Leisure Fair April 17, 2019 5 to 7*

4) *Presentation to the Progress Club on Surfin’ Seniors – April 24 at 10:00 a.m.*

\* *Author Alex O’Brien on July 4th presenting at the Library 1:30 p.m.*

\* *Author Joseph Boyden to be announced on date*

\* *Chamber of Commerce Lunch and Learn – September 19, 2019 12 to 1 @ the Library*

\* *Auction items and Elevating Minds Campaign update*

**11. OTHER REPORTS –**

**11.1 Winter Newsletter –** Attached

**11.2 Event Posters -** Attached

\* *Travelogue – April*

\* *Tadpoles Series April*

\* *Garden Series – April - May*

\* *Reel Canada – three movies to be played here Wed., April 17, 2019*

\* *Author Reading – Alan Wade – The Magic Within May 1*

\* *Trading Cards: The Gathering – Sat. May 11 10:30 – 3:00 p.m. Teens to Adults*

\* *T.D. Summer Reading Launch on Saturday, June 22 10 to 4*

\* *Yard Sale – Sat. July 6 8:00 a.m. – 1:00 p.m.*

**12. OTHER BUSINESS-**

**12.1 Board Chair Report -** Nora Alexander

- *N. Alexander handed out an “Action Item Sheet” for Board members. This will make it easier for all board members to stay on track with deadlines of projects.*
- *The first item on the list is the C.E.O. performance review. R. Orr will send out the performance review evaluation forms to N. Alexander. N. Alexander will contact the Board of the future dates for the evaluation.*

**13. CLOSED SESSION –** *if necessary*

**14. RETURN TO OPEN SESSION –** *if necessary*

**15. NEXT MEETING & ADJOURNMENT:**

Motion 2019

That we the Parry Sound Public Library Board, accept a motion to adjourn at 10:18 a.m.

**Moved by:** L. Gregory and seconded by A. Dudas

***Carried***

***Tuesday, April 23 , 2019, @ the Parry Sound Public Library 9:00 a.m.***