



# **PARRY SOUND PUBLIC LIBRARY BOARD MEETING MINUTES**

## **Meeting A**

**Tuesday, March 16, 2020 @ 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, A. Dudas

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**1. CALL TO ORDER at 9:03 a.m.**

**2. APPROVAL OF CONSENT AGENDA**

**Motion #2020-001**

That we the Parry Sound Public Library Board, accept the March 16, 2020 Meeting A, consent agenda, as circulated to all members be approved.

Moved by: A. Dudas and Seconded by C. O’hare

*Carried*

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

**4. CONSENT AGENDA:**

**4.1:** Approval of Board Minutes Meeting – December 17, 2019

**4.2:** Correspondence:

- a) Whitney Tucci – Regarding Donelda McConnel – Received Bank Draft of \$3,015.00  
A thank you letter has been sent to the family with a tax receipt.

**5. IN-CAMERA SESSION – NECESSARY, called to order at 9:10 a.m.**

**Motion #2020 – 002**

Be it resolved, that the Parry Sound Public Library Board does now go into a closed session to discuss personal matters about an indefinable individual, including Board person and financial matters.

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

*Carried*

**Moved Out of In Camera Session 9:45 a.m.**

Moved by S. Heder seconded by V. Backman

*Carried*

**5.1 Ratification of matters from closed camera.**

**Motion #2020-003**

That we the Parry Sound Public Library Board, accepts Hartley Duncan as the new Children’s Coordinator starting April 15, 2020 as a permanent staff member 20 to 30 hours a week.

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

*Carried*

**Motion#2020-004**

That we the Parry Sound Public Library Board, accepts Cayla Norrie as the new Adult Programmer/Administration Coordinator starting December 1, 2020 as a full-time permanent staff member.

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

*Carried*

**Motion #2020 - 005**

That we the Parry Sound Public Library Board, approve that the Parry Sound Public Library Closes due to the Novel Coronavirus (Covid19) out of an abundance of caution until further notice effective Tuesday, March 17, 2020. Signage will be posted on all doors and the appropriate media list will be notified.

Moved by C. O’Hare and seconded by D. McCann

*Carried*

**Motion #2020 – 006**

Be it resolved, that the Parry Sound Public Library board has formed a H.R. committee consisting of the following individuals Tom Lundy, Susan Murphy, Stephen Heder and Rita Orr. This is for the purposes of making decision on major H.R. expenses and to keep the Board informed during the time of the Covid 19 closure. When H.R. issues arise the Board will be notified on decisions that the committee decided on.

Moved by: L. Gregory and seconded by D. McCann

*Carried*

**Motion #2020 – 007**

Be it resolved, that we the Parry Sound Public Library Board, approve that the Parry Sound Public Library part-time staff be paid their 10 hours a week from Tuesday, March 17, 2020 until March 31, 2020. They will work from home. After this period it will be reviewed. As for the full time staff they will work from home and be paid until April 15, 2020 after that date it will be reviewed by the H.R. Committee.

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

*Carried*

**Motion #2020-008**

That we the Parry Sound Public Library board, agrees to change the winter hours starting November 1, 2020 until February 28, 2021to the following hours:

- Sunday and Monday Closed**
- Tuesday 10 a.m. – 6 p.m.**
- Wednesday 10 a.m. – 8 p.m.**
- Thursday 10 a.m. - 6 p.m.**
- Friday 10 a.m. – 5 p.m.**
- Saturday 10 a.m. – 3 p.m.**

As of April 2020 Saturdays will be from 10 a.m. – 3:00 p.m. all year round.

Moved by: A. Dudas and seconded by S. Heder

*Carried*

**Motion #2020 – 009**

That we the Parry Sound Public Library Board, directs the C.E.O. to purchase three (3) sharps containers to have installed in the three (3) public washrooms approximately \$80.00 each

Moved by: V. Backman and seconded by A. Dudas

*Carried*

**6. NEW BUSINESS AND ITEMS FOR DISCUSSION:**

**6.1** Parry Sound Public Library Organizational Chart – this was discussed and accepted

**6.2** Parry Sound Public Library 2019 Annual Report – this was discussed and accepted

**7. FINANCIAL:**

**7.1:** Treasurer’s Report for December 1 to December 31, 2019 Approval

**Motion #2020-010**

We the Parry Sound Public Library Board accept the Treasurer’s report of disbursements as presented from December 1, 2019 to December 31, 2019 for the amount of \$31,804.07, as presented be approved.

Moved by: S. Heder and seconded by C. O’Hare

*Carried*

**7.2:** Budget Presentations to Town of Parry Sound and partners – C.E.O. Discussed that all presentations were held at the four Council: Town of Parry Sound, Township of Carling, Municipality of McDougall and Township of the Archipelago. R. Orr stated that the 2019 Annual Commercial was well received by all.

**8. CEO REPORT:**

**8.1** Up-coming events (Posters)

- One on One Appointments for Computer Lessons
- Celebrate Family Literacy Day, Saturday, January 25<sup>th</sup> “The Magic of Christophe” @ 11:30 a.m.
- Surfin’ Seniors Workshops starting on February 6<sup>th</sup> Thursdays until February 27<sup>th</sup>, 2020
- Financial Workshops- Wills and Revenue Canada February

R. Orr mentioned that all the programs were a success and well attended.

**9. BOARD ACTION REPORT**

**9.1** Board Action Report – updated

**10. ROUND TABLE DISCUSSION**

**11. NEXT MEETING AND AJOURNMENT @ 9:55 A.M.**

**Motion #2020-011**

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

*Carried*

**Tuesday, April 21, 2020 @ 9:00 a.m.**

**Tuesday, June 16, 2020**

**Tuesday, September, 2020**

**Tuesday, October, 2020**

**Tuesday, December 15, 2020**