



**Dryden Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
 Held on November 21, 2022 via ZOOM.

Present	Matthew Benson (Chair) Shirley Cole Susan Reany-Iskra Suzanne Lockyer Tina Wallin (Acting Library CEO)
Regrets	Patricia Wilson Angie Barton
Guests	

1.0	<b>Call to Order &amp; Land Acknowledgement</b>	The meeting was called to order by the Chair at 5:01 pm.	
2.0	<b>Approval of the Agenda</b>	<b>Motion 22-75</b> THAT the Dryden Public Library Board approve the agenda as presented. Moved by S Lockyer ; seconded by S Reany-Iskra. <b>APPROVED.</b>	
3.0	<b>Declaration of Conflict of Interest</b>	None declared.	
4.0	<b>Delegations</b>	None	
5.0	<b>Adoption of the minutes</b>	<b>5.1 October 17, 2022</b>  <b>Motion 22-76</b> THAT the Dryden Public Library Board approve the minutes of the regular meeting of October 17, 2022 as amended. Moved by S Cole ; seconded by S Reany-Iskra. <b>APPROVED.</b>	
6.0	<b>Business Arising from the Minutes</b>	None	
7.0	<b>Reports</b>	<b>7.1 CEO Reports</b> ○ See attached	

		<ul style="list-style-type: none"> <li>○ Dingwall Ford and Dolly Parton Imagination Library pictures with Santa Claus – Sharon Bottomley will attend the event Saturday and Sunday</li> <li>○ Confederation College; Alexander Kane will be joining the Library in February to do his Library and Information Technician placement</li> <li>○ Saturday, November 26 new members of Council will visit the Library</li> </ul> <p><b>7.2 Statistical Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.3 Financial Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.4 Health and Safety Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>Motion 22-77</b> THAT the Dryden Public Library Board receive the following reports:  CEO Report – November 2022  Statistical Report to end of October 2022  Financial Statements to October 2022  Health and Safety Report – October 25, 2022  Moved by S Lockyer ; seconded by S Cole. <b>APPROVED.</b></p>	
8.0	<b>Decision Items</b>	<p><b>8.1 Policy Approvals</b></p> <p>The Board discussed the proposed policy changes that had been shared that afternoon.</p> <p><b>Motion 22-78</b> THAT the Dryden Public Library Board approve Policy Document OP-04 Access to Information as amended.  Moved S Reany-Iskra ; seconded by S Cole <b>APPROVED.</b></p>	

		<p><b>8.3 Building Maintenance Projects Report</b> Renew Construction Inc. submitted a quote for the Accessible Bathroom renovation. The quote came in under budget. <b>Motion 22-79</b> THAT the Dryden Public Library Board approve the contract for the Washroom Renovation project as presented. Moved S Reany-Iskra ; seconded by S Lockyer <b>APPROVED</b></p> <p><b>8.4 Deposit Procedures Report</b> <b>Motion 22-80</b> THAT the Dryden Public Library Board approve a deposit procedure where the only money not directly deposited with the City would be the Provincial Operating Grant (and other Provincial grants) which would be deposited in the Library’s account before being transferred to the City. Moved S Reany-Iskra ; seconded by S Cole <b>APPROVED</b></p>	
9.0	<b>Discussion Items</b>	<p><b>9.1 Legacy Document</b> M Benson updated Legacy Document for new Board.</p> <p><b>9.2 Board Chair Job Description</b> M Benson drafted a Board Chair Job Description to be shared with new Board members when they receive DPL policy on “Duties of a Member” at their initial orientation session.</p>	
10.0	<b>Information Items</b>	<p><b>10.1 November Policy Review</b> T Wallin briefly reviewed the proposed changes. Board will review again at December meeting.</p> <p><b>10.1.1 OP-04 Access to Information</b> <b>10.1.2 HR-02 Health and Safety</b> <b>10.1.3 HR-04 Prevention of workplace Discrimination, Harassment, Sexual Harassment and Workplace Violence</b> <b>10.1.4 Working Aline</b></p>	<b>ACTION:</b> Board members will send proposed changes by email.
12.0	<b>Other Business/Questions</b>	None	

13.0	<b>Next Meeting</b>	Monday, December 12 at 5:00 pm	
14.0	<b>Adjournment</b>	<b>Motion 22-81</b> THAT the Dryden Public Library Board adjourn at 6:14pm. Moved S Lockyer. <b>APPROVED.</b>	