



Dryden Public Library Board

MINUTES OF THE REGULAR MEETING Held on September 19, 2022 via ZOOM.

Present	Matthew Benson (Chair) Angie Barton Shayne MacKinnon (Council Rep) Shirley Cole Susan Reany-Iskra Suzanne Lockyer Caroline Goulding (Library CEO) Tina Wallin (Incoming Acting CEO)
Regrets	Patricia Wilson
Guests	

1.0	Call to Order & Land Acknowledgement	The meeting was called to order by the Chair at 5:05 pm.	
2.0	Approval of the Agenda	Motion 22-57 THAT the Dryden Public Library Board approve the agenda as amended. Moved by S Reany-Iskra; seconded by S MacKinnon. APPROVED.	
3.0	Declaration of Conflict of Interest	C Goulding declared a conflict on 8.3, as she is married to a relative of one of the contractors.	
4.0	Delegations	None	
5.0	Adoption of the minutes	5.1 June 20, 2022 Motion 22-58 THAT the Dryden Public Library Board approve the minutes of the previous meeting June 19, 2022 as presented. Moved by S Lockyer; seconded by S Cole. APPROVED.	
6.0	Business Arising from the Minutes	None	

7.0	Reports	<p>7.1 CEO Reports</p> <ul style="list-style-type: none"> ○ See attached ○ For the Home Delivery Service all the volunteers who participate would need to get a Vulnerable Sector Check and receive a Health and Safety Orientation ○ The Strategic Plan Launch went well ○ The Drag Queen Story Time was well attended <p>7.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached ○ Public Relations and Programming is over budget as a number of grants and donations were received which has offset spending. Both regular programming and Dolly Parton Imagination Library costs are shown in this line and are separated in the notes area for clarity around expenditures. <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached <p>Motion 22-59 THAT the Dryden Public Library Board receive the following reports: CEO Report – September 2022 Statistical Report to end of August 2022 Financial Statements to August 2022 Health and Safety Report – September 2022 Moved by S Cole; seconded by S Reany-Iskra. APPROVED.</p>	
8.0	Decision Items	<p>8.1 Policy Approvals</p> <p>The Board discussed the proposed policy changes that had been shared that afternoon.</p>	

		<p>Motion 22-60 THAT the Dryden Public Library Board approve Policy Documents OP-17 Accessibility, OP-18 Emergency Preparedness and OP-22 Community Information as recently presented. Moved by S MacKinnon; seconded by S Reany-Iskra APPROVED.</p> <p>8.2 2023 Draft Budget C Goulding reviewed the changes from the June Draft. Motion 22-61 THAT the Dryden Public Library Board approve the 2023 Draft Budget as recently presented. Moved by S Cole; seconded by S Lockyer APPROVED.</p> <p>8.3 Building Maintenance Projects Motion 22-62 THAT the Dryden Public Library Board award the Conveyor Belt project to the lowest bidder, recognizing the possible perceived conflict of interest. Moved by A Barton; seconded by S Cole APPROVED.</p> <p>Motion 22-62 THAT the Dryden Public Library Board award the Front Door Repair project to the single bidder. Moved by A Barton; seconded by S MacKinnon APPROVED.</p> <p>8.4 Deposit Procedures Report The Library Board discussed the two recommendations.</p> <p>Motion 22-64 THAT the Dryden Public Library Board approve M Benson contacting the City Treasurer. Moved by A Barton; seconded by S Cole APPROVED.</p>	<p>Action: M Benson will draft a letter to City Treasurer, Steven Lansdell-Rolls outlining what the Board would like to see. He will distribute the letter to Board for their review prior to meeting with Steven.</p>
9.0	Discussion Items	<p>Motion 22-65 THAT the Dryden Public Library Board move to an in-camera session. Moved by S Lockyer; seconded by S MacKinnon APPROVED.</p> <p>9.1 Staffing Update (In-Camera – PLA 16.1(4)(d))</p>	

		<p>9.2 Grant Update (In-Camera – PLA 16.1(4)(a)) 9.2.1 Draft Request for Proposals 9.2.2 Certificate of Insurance 9.2.3 Capital Justification</p> <p>Motion 22-66 THAT the Dryden Public Library Board return from an in-camera session. Moved by S MacKinnon; seconded by S Reany-Iskra APPROVED.</p> <p>Motions arising from In-Camera</p> <p>Motion 22-67 THAT the Dryden Public Library Board approve the RFP for the proposed construction project as presented and accept the associated Capital Justification form as presented. Moved by A Barton; seconded by S Lockyer APPROVED.</p> <p>9.3 Board Evaluation & 9.4 Strategic Plan Draft M Benson spoke to both agenda items together. He reviewed the feedback from the evaluation the Board had completed during the second term. He used a template from Ontario Library Service to create a Legacy Document, which was distributed to the Board.</p>	<p>Action: Board members should send any feedback on the legacy document to M Benson.</p> <p>Action: T Wallin will add the Legacy document to the October meeting agenda for approval.</p>
10.0	Information Items	<p>10.1 October Policy Review C Goulding briefly reviewed the proposed changes. In GN-02 Planning, duplicate services refers to when we may offer a similar service to another local organization. An example would be story times which are also offered by the EarlyON Centre.</p> <p>10.2 2023 Work Plan Staff developed the work plan at the PD Day held over the Summer. It pulls together actions from all the Library’s planning documents, Strategic and operational.</p>	<p>Action: Board members will send proposed changes by email.</p>

		<p>Staff were congratulated on the work they put into the plan. It was requested that additional budget figures be added so that it is integrated with the 2023 Budget.</p> <p>10.3 IBEW Collective Agreement</p> <p>10.4 OLS Board Conference Ontario Library Service is hosting a conference for Board members on Wednesday Night</p>	<p>Action: C Goulding will send Board members information about the upcoming conference.</p>
12.0	Other Business/Questions	None	
13.0	Next Meeting	Monday, October 17 at 5:00 pm	
14.0	Adjournment	Motion 22-68 THAT the Dryden Public Library Board adjourn at 6:30pm. Moved by A Barton. APPROVED.	