GREY HIGHLANDS PUBLIC LIBRARY
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Grey Highlands Public Library Board Meeting

Date: **June 14, 2023**
Time: **7:00 p.m.**
Location: **Walter Harris Memorial Library**
Prepared by: **Jennifer Murley, CEO & Secretary-Treasurer of the Grey Highlands Public Library Board**

AGENDA

1. Call to Order
2. Approval of Agenda

   [Recommended motion] That the Library Board approves the agenda as circulated/amended.
3. Disclosure of Conflict of Interest
   None at time of agenda creation
4. Minutes of the Previous Meeting

   [Recommended motion] That the minutes of the 2023-05-24 meeting be adopted as circulated/amended.
5. Presentations

   5.1 2022 Draft Financial Statements – BDO Canada & Treasurer Anna McCarthy

   [Recommended motion] That the Library Board receives the draft Grey Highlands Public Library Board 2022 audited financial statements; and

   That the Library Board approves the Grey Highlands Public Library Board Financial Statements for the year ended December 31, 2022; and

   That the Library Board approves the transfer of the Readers' Heritage Reserve Fund to the Library Reserve; and

   That the Library Board approves converting the Kate MacMillan Trust Fund to the Kate MacMillan Reserve Fund.

   5.2 Service Ontario

   [Recommended motion] That the Library Board receives Service Ontario's

presentation as information.

6. Reports

    6.1 Treasurer's Report

    [Recommended motion] That the Financial report be accepted as presented/amended.

    6.2 CEO Report

    [Recommended motion] That the Library Board receives the CEO Report as information.

    6.3 DC Report

    [Recommended motion] That the Library Board receives the DC Staff Report and directs the CEO to request funding of up to $44,000 from the DC reserves to purchase equipment to grow the Library's technology services.

7. Policy Review and Updates

    7.1 Policy to Prevent Violence, Harassment, and Discrimination in the Workplace (30-2010)

    [Recommended motion] That the Library Board approves the Policy to Prevent Violence, Harassment, and Discrimination in the Workplace (30-2010) as presented/amended.

8. Board Advocacy

9. Committee Reports

    9.1 Strategic Planning Committee

    [Recommended motion] That the Library Board receives a verbal update on the status of the 2023 Strategic Plan from the Chair of the Strategic Planning Committee as information.

10. Correspondence

    None at the time of agenda creation

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11. Other Business

11.1 2022 Annual Report

[Recommended motion] That the Library Board approves the 2022 Annual Report and directs the CEO to present the information to the Grey Highlands, and Chatsworth Councils.

11.2 Walter Harris Memorial Library Furnace Replacement

[Recommended motion] That the Library Board awards the contract for the replacement of two furnaces at the Walter Harris Memorial Library to Cross Heating; and that the CEO move forward with the two-stage option for longevity of the equipment and energy efficiency.

11.3 Walter Harris Memorial Library Flooring Replacement

[Recommended motion] That the Library Board awards the flooring contract for the Markdale [Re]Fresh to Carpet One Floor & Home.

11.4 Grant Updates (Ontario Summer Jobs, Ontario Trillium grant projects)

11.5 Ontario Library Service Board Training Reflection [Janet Carson and Nicole Martin]

11.6 Friends of the Library Update [Janet Carson]

[Recommended motion] That the Library Board receives the verbal updates for items 11.4-11.6 as information.

11.7 31 Walker Street and Potential Parking Issues [Stewart Halliday]

[Recommended motion] That the Library Board direct the Chair to address Council through Open Forum on Wednesday, June 21 regarding parking concerns and 31 Walker Street.

12. Date of the Next Meeting

[Recommended motion] That the next Library Board meeting takes place virtually on September 27 at 7:00 pm at the Flesherton Public Library, or at the call of the Chair.

13. Request for a Leave of Absence

    [Recommended motion] That the Library Board approves a 3-month leave of absence for Danielle Valiquette due to personal matters.

14. Adjournment

    [Recommended motion] That the meeting is adjourned.

On good governance:

“A healthy, trusting collaborative relationship between the Board and CEO includes the courage to hold each other accountable and have difficult conversations when necessary. By acting from a place of caring (caring about the Library and about each other) and candor, Board members and CEOs can talk about each other’s performance with a view towards continuous improvement and learning.” – Ontario Library Service