

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming in various formats to meet the evolving interests and needs of our diverse and growing population.

Minutes of the Board of Trustees Meeting

March 19, 2025

Present were: Chairperson: Ruth Fenwick

Board Trustees: Bev Abbott
Rod Blakelock
Sean Cotton
Tiffany Monk
Robert Van der Wijst
Joseph Vella

Regrets: Kaiyla Hoffman, Patty Butler

Also attending: McMurrich/Monteith Representative: Vicky Roeder-Martin
CEO: Nieves Guijarro

1 Call to order With a quorum present CEO called the meeting to order at 7:00 p.m.

2 Approval of Meeting Agenda **MOTION 416/25** IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: J. Vella

That the meeting agenda of the Board of Trustees of March 19, 2025 be accepted as presented:

CARRIED

3 Declaration of conflict of interest No conflicts were declared

4 Approval of consent Agenda **MOTION 417/25** IT WAS MOVED BY: B. Abbott
AND SECONDED BY: J. Vella

That the consent agenda of the Board of Trustees meeting of February 19, 2025 be approved as amended.

- a)** Resolution to accept the minutes of February 2025 & Amended minutes of January 2025.
- b)** Resolution to accept the CEO's Report of February 2025.
- c)** Armour Township Financial Statement February 2025

CARRIED

**BFARUPL Board Minutes
March 19, 2025**

- 5 Business arising from the minutes** -CEO attended an information session offered by Ontario Library Service. The following subjects were presented:
1. Pay Equity Concepts for Library CEO's and Leaders
2. Pay Equity Maintenance - Complying Now and in the Future
Village of Burk's Falls clerk shared with CEO that a Pay Equity Consultant will be hired in 2026 to review the Village's Pay Equity Plan. Library staff will be included in the review.
-Lease Agreement with the Village of Burk's Falls was discussed. Members of the Board signed the agreement with amendments and instructed CEO to send the signed agreement to the Village of Burk's Falls clerk.
- 6 Committee Reports** -Building/Fundraising Cmte – Joe, Kaiyla, Ruth, Bev, Rod & Tiffany
The Cmte met March 19th before the regular meeting to discuss next steps regarding the library project. Chair of the Cmte, Tiffany will draft a letter addressed to the Village Council which includes a request of a written resolution of commitment to the library project and an appraisal report of the land where the library is to be built.

-Finance/Budget Cmte – Ruth, Patty & Joe
2025 Library Budget will be revised at the next regular board meeting.

-Personnel Cmte – Bob, Bev & Patty (no report)
-Policy/Planning Cmte – Ruth, Vicky, Bev & Bob
The cmte will review the library board policies following OLS policy samples as a guideline.
- 7 Correspondence** -Email received from the District of Parry Sound Social Services requesting a report of children services provided by the library in the past five years.
-Resolution from Armour Twp approving the 2025 Library Budget.
-Quotes from Greystone for work on the foundation for the proposed site were received.
- 8 New Business** -CEO recommendation to consider the Library Assistant job description and the Front Desk Clerk job description as one position with 25 hours per week.
And Library Coordinator weekly hours from 24 to 25.

MOTION 418/25 IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: B. Abbott

To accept the CEO's recommendation as presented. An update of the 2025 Library Budget will be presented at the next regular meeting.

CARRIED

-Connectivity Grant was received for expenses incurred between 2025 and 2026.

-A recommendation was presented to move the regular board meeting to April 23rd, 2025 @ 7:00 pm as celebration of National Canadian Film Day will take place April 16th, 2025 @ 7:00 pm.

MOTION 419/25 IT WAS MOVED BY: T. Monk
AND SECONDED BY: R. Blakelock

To accept the recommendation as presented.

CARRIED

**BFARUPL Board Minutes
March 19, 2025**

-CEO presented to members a possible alternate location within the Village of Burk's Falls for the library building. After a discussion, members decided to continue the work in progress with the current proposed location.

9 Adjournment

MOTION 420/25 by R. Blakelock at 8:45 pm to adjourn.

CARRIED

Joe Vella
Board Chairperson

April 23, 2025
Date