

*Parry Sound  
Public Library*



## MINUTES OF THE MEETING OF February 21, 2017

Present: Terry Zanussi, Susan Murphy, Nicole Pullbrook, Jim Marshall

Regrets: Keith Saulnier, Colleen O'Hare, Stephen Heder

Staff Present: Andrea Gaspar, Selena Martens

The Parry Sound Public Library Board met Tuesday, February 21, 2017 at the Parry Sound Public Library at 9:00 a.m.

### 1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

### 2. APPROVAL OF AGENDA

#### RESOLUTION:

MOVED by Jim Marshall and SECONDED by Nicole Pullbrook to approve the Agenda.  
CARRIED

### 3. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

### 4. MINUTES

#### RESOLUTION:

MOVED by Jim Marshall and SECONDED by Nicole Pullbrook that the Minutes of the Board meeting held on January 17, 2017 be adopted.  
CARRIED

### 5. UNFINISHED BUSINESS

#### i. Strategic Plan Homework

##### RESOLUTION:

MOVED by Jim Marshall and SECONDED by Susan Murphy that a Strategic Planning Committee be established with the following appointments to the committee: Terry Zanussi and Andrea Gaspar.  
CARRIED

#### ii. Policy Committee

##### RESOLUTION:

MOVED by Susan Murphy and SECONDED Nicole Pullbrook that the following policies be approved: Workplace Harassment and Discrimination Policy HR-07,

Prevention of Violence in the Workplace Policy HR-08 and Health and Safety Policy HR-09.  
CARRIED

## **6. NEW BUSINESS**

### **i. CCJ Bequest Fund 2017 Budget**

#### **RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Susan Murphy that the CCJ Bequest Fund Budget for 2017 be approved.  
CARRIED

### **ii. Staffing/Job Posting**

#### **RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Susan Murphy that the job description for the Programming Co-ordinator be approved and a Hiring Committee be formed consisting of Andrea Gaspar, Terry Zanussi and Nicole Pullbrook with the position to be posted internally and should a suitable candidate not be found, posted externally.  
CARRIED

## **7. CORRESPONDENCE**

None.

## **8. FINANCIAL REPORTS**

#### **RESOLUTION:**

MOVED BY Jim Marshall and SECONDED by Nicole Pullbrook that the Accounts Payable in the amount of \$37,897.40 for January 2017 be approved.  
CARRIED

#### **RESOLUTION:**

MOVED by Nicole Pullbrook and SECONDED by Jim Marshall that the Revenue and Expense Report for January 2017 be received.  
CARRIED

## **9. CHIEF EXECUTIVE OFFICER'S REPORT**

#### **RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Susan Murphy that the CEO Report be received.  
CARRIED

## **10. OTHER REPORTS**

## **11. OTHER BUSINESS**

## **12. CLOSED SESSION**

No Closed Session.

**13. NEXT MEETING & ADJOURNMENT**

**RESOLUTION:**

MOVED by Jim Marshall that the meeting be adjourned to Tuesday, March 21, 2017 at 9:00 a.m. at the Parry Sound Public Library.

CARRIED

  
Terry Zanussi, Chair

  
Andrea Gaspar, C.E.O.