

*Parry Sound  
Public Library*



## MINUTES OF THE MEETING OF February 24, 2015

Present: Terry Zanussi, Philip Bywater, Jim Marshall, Dianna Allen, Alison Scarrow, Susan Murphy

Regrets: Keith Saulnier

Staff Present: Andrea Gaspar, Selena Martens

The Parry Sound Public Library Board met Tuesday, February 24, 2015 in the Parry Sound Public Library Auditorium at 1:30 p.m.

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Philip Bywater to approve the Agenda.

CARRIED

### 3. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

### 4. MINUTES

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Dianna Allen that the Minutes of the Board meetings held on January 27, 2015 and February 18, 2015 be adopted.

CARRIED

### 5. UNFINISHED BUSINESS

#### **i. CEO Performance Evaluation – Process/Policy**

This matter was deferred to the next Board meeting to allow all members to review the policy under consideration.

#### **ii. Policy Review**

The Policy Committee was working on the CEO Performance Evaluation Policy this month and will be meeting again to review additional policy.

#### **iii. Long Range Planning**

OLSN offers support services for Strategic Planning and will provide an experienced staff

person to facilitate the Strategic Plan Process at no costs to libraries.

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Alison Scarrow that the CEO make arrangements with OLSN to have OLSN staff assist in the Strategic Planning Process to begin as soon as possible. CARRIED

**iv. Capital Repairs and the Town of Parry Sound**

The CEO was asked to research this matter further and bring it back to the Board next month.

**v. Budget**

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Philip Bywater that in addition to the CEO making presentations to the contracting municipalities and townships, that the Board Chair write a letter to the contracting municipalities requesting an increase of \$5,000 in contracting revenue. CARRIED

**RESOLUTION:**

MOVED by Dianna Allen and SECONDED by Alison Scarrow that the Board adopts the 2015 Budget as presented. CARRIED

**iv. Retired Board Members**

The Retired Board Members have been invited to the next Board meeting wherein they will be honoured for their years of dedicated service to the Parry Sound Public Library Board.

**6. NEW BUSINESS**

**i. Senior's Grant**

A proposal was put forward to apply for the Seniors Community Grant Program for a grant up to a maximum of \$8,000 to purchase equipment and for some staff hours to provide education and services to seniors in the community.

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Dianna Allen that the CEO be directed to apply for the Seniors Community Grant Program which would allow the library to expand its services to seniors in the community. CARRIED

**7. CORRESPONDENCE**

i. DFS Investments re GIC maturing dated February 2, 2015

**RESOLUTION:**

MOVED by Philip Bywater and SECONDED by Jim Marshall that the CEO be

directed to re-invest the MCAN Mortgage Corporation GIC due March 24, 2015 in the amount of \$30,614.67 in accordance with the advice of Kim Campbell for a period of one year. CARRIED

ii. Property Assessment Notice for 2015

8. FINANCIAL REPORTS

None presented as these reports are pending as we are waiting for the accountant's final figures for 2014.

9. CHIEF EXECUTIVE OFFICER'S REPORT

**RESOLUTION:**

MOVED BY Alison Scarrow and SECONDED by Dianna Allen to receive the C.E.O.'S Report for February 2015. CARRIED

10. OTHER REPORTS

**RESOLUTION:**

MOVED BY Jim Marshall and SECONDED by Philip Bywater to receive the Programming Report for February 2015. CARRIED

11. OTHER BUSINESS

i. Board Training

The CEO will co-ordinate with OLSN to facilitate Board Training in March.

12. CLOSED SESSION

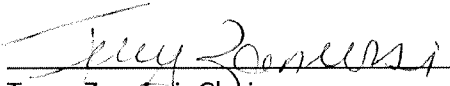
**RESOLUTION:**

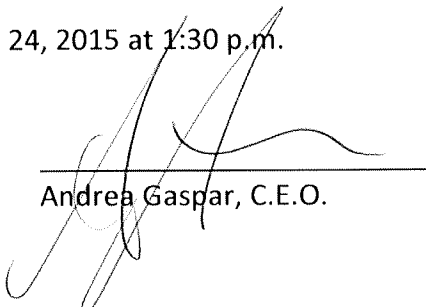
13. NEXT MEETING & ADJOURNMENT

**RESOLUTION:**

MOVED by Susan Murphy and seconded by Jim Marshall to adjourn at 2: 24 p.m.

The next Board Meeting: Tuesday, March 24, 2015 at 1:30 p.m.

  
Terry Zanussi, Chair

  
Andrea Gaspar, C.E.O.