

*Parry Sound  
Public Library*



## MINUTES OF THE MEETING OF January 26, 2016

Present: Terry Zanussi, Alison Scarrow, Keith Saulnier, Jim Marshall

Regrets: Susan Murphy

Staff Present: Andrea Gaspar, Selena Martens

The Parry Sound Public Library Board met Tuesday, January 26, 2016 at St. James United (temporary location) at 8:45 a.m.

### 1. CALL TO ORDER

The meeting was called to order at 8:47 a.m.

### 2. APPROVAL OF AGENDA

#### RESOLUTION:

MOVED by Keith Saulnier and SECONDED by Jim Marshall to approve the Agenda with the amendment to add: Correspondence from Vianet dated January 21, 2016 regarding Alleged Copyright Infringement. CARRIED

### 3. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

### 4. MINUTES

The Chair was passed to Alison Scarrow to allow for the adoption of the Minutes of the previous meeting.

#### RESOLUTION:

MOVED by Jim Marshall and SECONDED by Terry Zanussi that the Minutes of the Board meetings held on December 15, 2015 and January 7, 2016 be adopted. CARRIED

### 5. UNFINISHED BUSINESS

#### i. Building Update

#### RESOLUTION:

MOVED by Jim Marshall and SECONDED by Keith Saulnier that the funds allocated to the Building Renewal Project in the 2016 Budget shall be allocated and prioritized by the CEO (see CEO January 2016 Report) with an Emergency Fund of \$2500 set aside in the 2016 Budget. CARRIED

**ii.C.C. Johnson Fund**

**RESOLUTION:**

MOVED by Keith Saulnier and SECONDED by Alison Scarrow that the CEO be directed to re-invest the Concertra Financial GIC due December 9, 2015 in the amount of \$37,151.91 in accordance with the advice of Trevor Pinn at the Town of Parry Sound. CARRIED

**6. NEW BUSINESS**

**i. Budget 2016**

**RESOLUTION:**

MOVED by Jim Marshall and SECONDED by Alison Scarrow that the Parry Sound Public Library Board adopt the 2016 Budget as amended. CARRIED

**RESOLUTION:**

MOVED by Keith Saulnier and SECONDED by Jim Marshall that the budget planning process begin in October each year. CARRIED

**7. CORRESPONDENCE**

i. Vianet dated January 21, 2016 regarding Alleged Copyright Infringement.

**8. FINANCIAL REPORTS**

**RESOLUTION:**

MOVED BY Alison Scarrow and SECONDED by Keith Saulnier that the Accounts Payable in the amount of \$34,155.54 for December 2015 be approved. CARRIED

**RESOLUTION:**

MOVED BY Jim Marshall and SECONDED by Alison Scarrow that the Revenue and Expense Report for December 2015 be received. CARRIED

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

**RESOLUTION:**

MOVED by Alison Scarrow and SECONDED by Jim Marshall that the CEO Report be received. CARRIED

**10. OTHER REPORTS**

**11. OTHER BUSINESS**

**RESOLUTION:**

MOVED by Keith Saulnier and SECONDED by Jim Marshall that the CEO develop and plan for Performance Reviews for the staff for the Fall of 2016. CARRIED

**RESOLUTION:**

MOVED by Keith Saulnier and SECONDED Jim Marshall that having completed the Excel Certificate, the CEO shall be reimbursed in the amount of \$1474.65 for the course fees. CARRIED

**12. CLOSED SESSION**

The Board will move into Closed Session to deal with personnel matters.

**RESOLUTION:**

MOVED by Alison Scarrow and SECONDED by Susan Murphy that the meeting move into Closed Session. CARRIED

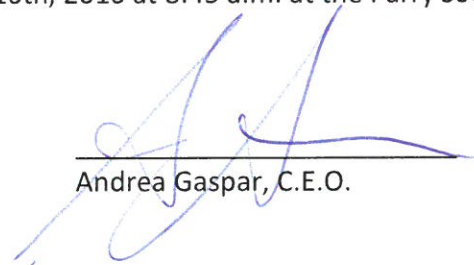
**13. NEXT MEETING & ADJOURNMENT**

**RESOLUTION:**

MOVED by Keith Saulnier to adjourn.

The next Board Meeting: Tuesday, February 16th, 2016 at 8:45 a.m. at the Parry Sound Public Library.

  
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Terry Zanussi, Chair

  
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Andrea Gaspar, C.E.O.