

*Parry Sound  
Public Library*



## MINUTES OF THE MEETING OF June 16, 2014

Present: Susan Murphy, Terry Zanussi, Gillian Wallace, Alison Scarrow, Bonnie Keith, Rita Nelson, Jody Brunatti

Staff Present: Andrea Gaspar

The Parry Sound Public Library Board met Monday, June 16, 2014 in the Parry Sound Public Library Auditorium at 1:30 p.m.

### 1. APPROVAL OF AGENDA

A discussion took place as to the Order of Proceedings and whether items 6 through 10 needed to be on the agenda for a special meeting. The Policy Manual was referenced and noted that Bylaw 1-9 was last updated in 1999.

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Rita Nelson that the Bylaw 1-9 Order of Proceedings be reviewed at the next regular Board meeting. CARRIED

**RESOLUTION:**

MOVED by Bonnie Keith to add the timing and process of the C.E.O. Performance Review be added to the agenda. As there was no seconder, the resolution was taken off the floor.

**RESOLUTION:**

MOVED by Rita Nelson and SECONDED by Gillian Wallace to approve the agenda. CARRIED

### 2. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

### 3. MINUTES

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED BY Terry Zanussi that under "5. New Business i. Cleaning Contract" the phrase "nothing to lose" be replaced by "gain more time". CARRIED

Susan Murphy requested that Terry Zanussi chair the meeting to allow her to put forward the following resolution:

**RESOLUTION:**

MOVED by Susan Murphy and SECONDED by Bonnie Keith that all sentences following the phrase "nothing to lose with this option" under "5. New Business i. Cleaning Contract" be removed. CARRIED

Susan Murphy resumed chairing the meeting.

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Terry Zanussi that the Minutes of the Board meeting held on June 10, 2014 be adopted as amended. CARRIED

4. UNFINISHED BUSINESS

i. Cleaning Contract

Discussion took place around the cleaning quotations received by the library. The Board considered price, references, and what the cleaners were offering (i.e. some opted out of seasonal duties). Members suggested the C.E.O. review the contract and the process of documentation if there are issues arising with the new cleaner. Bonnie Keith suggested the cleaner sign off each night on the duties with an itemized list. The C.E.O. was directed to write letters to the companies providing quotations to advise them of the Board's decision.

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Alison Scarrow to accept the quote dated June 10, 2014 of Sharon Edwards for custodial services in the amount of \$994/month for a one year contract. CARRIED

5. NEW BUSINESS

6. CORRESPONDENCE

7. FINANCIAL REPORTS

8. LIBRARIAN'S REPORT

9. OTHER REPORTS

10. OTHER BUSINESS

11. CLOSED SESSION

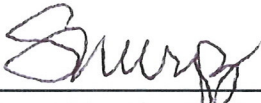
**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Terry Zanussi to move into closed session. CARRIED

12 NEXT MEETING & ADJOURNMENT

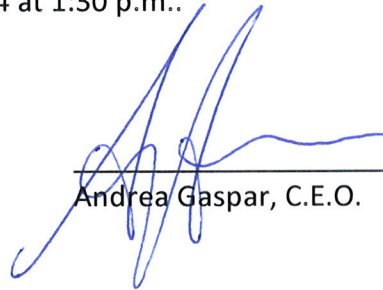
The next Board meeting is:

Tuesday, June 24<sup>th</sup>, 2014 at 1:30 p.m..



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Susan Murphy, Chair



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Andrea Gaspar, C.E.O.