

*Parry Sound
Public Library*



MINUTES OF THE MEETING OF January 27, 2015

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

Staff Present: Andrea Gaspar, Selena Martens

The Parry Sound Public Library Board met Tuesday, January 27, 2015 in the Parry Sound Public Library Auditorium at 11:00 a.m.

1. CALL TO ORDER/ELECTION or APPOINTMENT OF CHAIR

Being the first regularly scheduled Board meeting of the new Board, the CEO called the meeting to order. A call for nominations of Chair and Vice-Chair were sought.

RESOLUTION:

MOVED by Susan Murphy and SECONDED by Jim Marshall to nominate Terry Zanussi as Chair. CARRIED

RESOLUTION:

MOVED by Terry Zanussi and SECONDED by Keith Saulnier to nominate Philip Bywater as Vice-Chair. CARRIED

2. APPROVAL OF AGENDA

RESOLUTION:

MOVED by Jim Marshall and SECONDED by Alison Scarrow to approve the Agenda. CARRIED

3. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

4. MINUTES

RESOLUTION:

MOVED by Alison Scarrow and SECONDED by Jim Marshall that the position of Chair be passed to Phil Bywater to allow Terry Zanussi to participate and move the motion needed for the approval of the October 28, 2014 and November 25, 2014 Minutes. CARRIED

RESOLUTION:

MOVED by Susan Murphy and SECONDED by Terry Zanussi that the Minutes of the Board meetings held on October 28, 2014 and November 25, 2014 be adopted. CARRIED

RESOLUTION:

MOVED by Jim Marshall and SECONDED by Alison Scarrow that the position of Chair be returned to Terry Zanussi. CARRIED

RESOLUTION:

MOVED by Jim Marshall and SECONDED by Alison Scarrow that the Minutes of the Board meeting held on January 8, 2015 be amended and adopted to include a statement that Susan Murphy did not receive notice of the meeting due to an email issue. CARRIED

5. UNFINISHED BUSINESS

i. Staffing and Budgetary needs of the Library

RESOLUTION:

MOVED by Keith Saulnier and SECONDED by Susan Murphy that the CEO contact the contracting municipalities and present the deputation to them as presented to Parry Sound Town Council. CARRIED

ii. Policy Review

RESOLUTION:

MOVED by Dianna Allen and SECONDED by Philip Bywater to appoint Dianna Allen and Terry Zanussi to form a Policy Committee to review the Policy Manual. CARRIED

iii. CEO Performance Evaluation – Process/Policy

RESOLUTION:

MOVED by Jim Marshall and SECONDED by Alison Scarrow to appoint Dianna Allen, Philip Bywater and Terry Zanussi to form a Committee to review the Performance Evaluation process and policy and to consult with retired TPL librarian, Nancy Chavner. CARRIED

iv. Capital Repairs and the Town of Parry Sound

Terry Zanussi, Chair, and Andrea Gaspar, CEO will meet with Rob Mens and report back to the Board regarding the ownership of the building and the plan for capital repairs.

v. Wellington Bequest

There was some discussion about the Bequest. There was no decision to invest the funds or pending decisions regarding funding for the capital repairs. The CEO was asked to inquire with the auditor regarding holding funds in reserve by the library being a charitable organization.

6. NEW BUSINESS

i. Long Range Planning – Board and CEO Priorities

RESOLUTION:

MOVED by Philip Bywater and SECONDED by Alison Scarrow to appoint Jim Marshall, Philip Bywater, Dianna Allen and Terry Zanussi to form a Committee to review the Process for a Strategic Plan. CARRIED

ii. Staff -- Cost of Living Increase (1.5%)

RESOLUTION:

MOVED by Alison Scarrow and SECONDED by Keith Saulnier to approve a 1.5% cost of living increase for the staff salaries in accordance with the Town of Parry Sound non-union cost of living salary increase. CARRIED

iii. Draft Budget – Process

The Board would like to have a Budget Meeting on February 18, 2015 at 11:00 a.m.

iv. Retired Board Members

The retired board members will be honoured at an upcoming meeting. The CEO will make arrangements.

7. CORRESPONDENCE

- i. Memo from Rob Mens, CAO of the Town of Parry Sound dated January 15, 2015

8. FINANCIAL REPORTS

- i. Accounts Payable

RESOLUTION:

MOVED by Philip Bywater and SECONDED by Alison Scarrow to approve the Accounts Payable for November 2014 in the amount of \$5765.64. CARRIED

MOVED by Susan Murphy and SECONDED by Jim Marshall to approve the Accounts Payable for December 2014 in the amount of \$5047.85. CARRIED

- ii. Revenue & Expense Report

RESOLUTION:

MOVED by Susan Murphy and SECONDED by Dianna Allen to receive the Revenue & Expenditure Reports for November and December 2014. CARRIED

9. CHIEF EXECUTIVE OFFICER'S REPORT

RESOLUTION:

MOVED BY Keith Saulnier and SECONDED by Alison Scarrow to receive the C.E.O.'S Report for January 2015. CARRIED

10. OTHER REPORTS

11. OTHER BUSINESS

12. CLOSED SESSION

RESOLUTION:

MOVED by Susan Murphy and SECONDED by Jim Marshall to move into Closed Session to address the CEO Performance Review. CARRIED

RESOLUTION:

Based on discussion by the Board,
MOVED by Alison Scarrow and SECONDED by Keith Saulnier that the Board rescinds the 2014 CEO Performance Review pending clear objectives and a clear evaluation of process being established. CARRIED

13. NEXT MEETING & ADJOURNMENT

RESOLUTION:

MOVED by Jim Marshall to adjourn at 12:43 p.m.


The next Board Meetings:

Budget Meeting: Wednesday, February 18th at 11:00 a.m.

Regular Board Meeting: Tuesday, February 24, 2015 at 1:30 p.m.



Terry Zanussi, Chair



Andrea Gaspar, C.E.O.