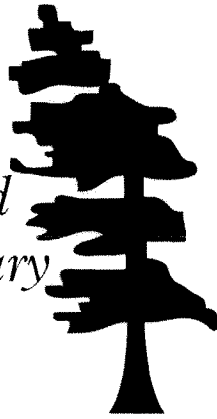


*Parry Sound
Public Library*



MINUTES OF THE MEETING OF September 23, 2014

Present: Susan Murphy, Terry Zanussi, Bonnie Keith, Rita Nelson, Jody Brunatti, Philip Bywater(late arrival)

Regrets: Alison Scarrow

Staff Present: Andrea Gaspar, Selena Martens

Others in Attendance: Sheila Ord (member of the Friends)

The Parry Sound Public Library Board met Tuesday, September 23, 2014 in the Parry Sound Public Library Auditorium at 1:30 p.m.

1. APPROVAL OF AGENDA

RESOLUTION:

MOVED by Bonnie Keith and SECONDED by Terry Zanussi to approve the agenda.

CARRIED

2. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

3. MINUTES

RESOLUTION:

MOVED by Jody Brunatti and SECONDED BY Terry Zanussi that the Minutes of the Board meeting held on June 24, 2014 be adopted

CARRIED

4. UNFINISHED BUSINESS

i. Building

The issue was raised that the process of having the work completed should be a public process and should proceed to tender should the grant application to Trillium be approved. Currently, Brenda Ryan is seeking two quotations as per the requirements of the Trillium application. The CEO was asked to inquire with Brenda Ryan as to whether the price for quotations would have the same level of detail as one would expect to get under a tender. The CEO was directed to prepare a letter to Brenda Ryan from the Board Chair advising that the matter will need to go through a tender process should the grant be approved and to make sure the contractors providing quotations were made aware of this.

ii. Staff

The CEO reviewed the staffing situation. One Intern will complete her internship at the

end of November. The issue was raised as to the need for a reinstatement of the part-time Programming position which has been vacant since 2012. The CEO was asked to prepare a report with budget projections and details on this position and its impact.

5. NEW BUSINESS

i. Gillian Wallace's Resignation

As Gillian is away this month, her years of service will be acknowledged at the October Board meeting.

6. CORRESPONDENCE

1. Correspondence from Joel W. Kennedy dated Sept 4, 2014 re: Estate of Joy Sandra Wellington.

RESOLUTION:

MOVED by Bonnie Keith and seconded by Terry Zanussi that the CEO be authorized to sign the documents from Joel W. Kennedy regarding the Estate of Joy Wellington.

CARRIED

2. Correspondence of July 22, 2014 from Catarina Tinta of the Ministry of Tourism, Culture and Sport re municipal bylaws.

The correspondence from the Ministry was discussed. Given that the ministry is asking that the by-laws be updated, the Board felt that the town should be asked to pass a new bylaw.

RESOLUTION:

MOVED by Bonnie Keith and seconded by Jody Brunatti that the CEO draft a letter to the town of Parry Sound advising them regarding the lack of a current bylaw establishing the Parry Sound Public Library, and that the Ministry of Tourism, Culture & Sport has requested it and request that the town pass a bylaw.

CARRIED

7. FINANCIAL REPORTS

i. Account Payable

RESOLUTION:

MOVED by Terry Zanussi and SECONDED by Bonnie Keith to approve the Accounts Payable for June 2014 in the amount of \$6,815.37; July 2014 in the amount of \$4,931.29; and August 2014 in the amount of \$7,710.80.

CARRIED

ii. Revenue & Expense Report

RESOLUTION:

MOVED by Rita Nelson and SECONDED by Bonnie Keith to receive the Revenue & Expense Reports for June, July and August 2014.

CARRIED

8. CHIEF EXECUTIVE OFFICER'S REPORT

RESOLUTION:

MOVED BY Bonnie Keith and SECONDED by Rita Nelson to receive the C.E.O.'S Report for June 2014.

9. OTHER REPORTS

10. OTHER BUSINESS

11. CLOSED SESSION

There was no Closed Session. The Chair advised that the template for the CEO evaluation was ready and will be circulated. A Closed Session will be held at the next meeting to address this issue.

12 NEXT MEETING & ADJOURNMENT

The next Board Meeting:

Tuesday, October 28, 2014 at 1:30 p.m.



Susan Murphy, Chair



Andrea Gaspar, C.E.O.