

*Parry Sound  
Public Library*



## MINUTES OF THE MEETING OF February 25, 2014

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

Staff Present: Andrea Gaspar, Selena Martens

The Parry Sound Public Library Board met Wednesday, February 25, 2014 in the library auditorium at 1:30 p.m.

### 1. APPROVAL OF AGENDA

MOVED by Alison Scarrow and SECONDED by Bonnie Keith to approve the agenda.  
CARRIED

### 2. DECLARATION OF ANY PECUNIARY INTEREST

None declared.

### 3. MINUTES

#### **RESOLUTION:**

MOVED by Gillian Wallace and SECONDED by Alison Scarrow that the Minutes of the Board meeting held on January 28, 2014 and be adopted. CARRIED

### 4. UNFINISHED BUSINESS

#### i. Building Issues: Floor & Storage

The very poor condition of the tile floor was reviewed. It was necessary to glue down hundreds of tiles this past month. The C.E.O. is inquiring as to estimated costs of replacing the downstairs/auditorium and upstairs/library floor. The C.E.O. was directed to contact OLS-N's Capacity Building Team to search out possible funding sources and to advise the flooring companies that the process will go out to tender but they may submit "estimates" to assist in determining funds needed.

The leak in the storage area has also damaged the entrance platform of the building and some mold is visible. The C.E.O. was directed to talk to John Este and report back to the Board.

#### ii. Staffing Update

The library is pleased to welcome Alexandra Turcotte as the new Local History Intern. Alexandra is expected to start in mid-March.

- iii. Fundraising/T.V.-Projector  
The Board discussed the value of a large television for the library. The C.E.O. will review the "Wish List" to come up with estimated costs and priorities. This will be discussed at the next meeting.
- iv. Volunteer Tea  
The Volunteer Tea is planned for Thursday February 27<sup>th</sup>.
- v. Budget 2014

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Terry Zanussi that the Parry Sound Public Library Board approves the 2014 Budget with a 4% increase from the Town of Parry Sound and the contracting municipalities of McDougall, Carling and the Archipelago.

CARRIED

**RESOLUTION**

MOVED by Terry Zanussi and SECONDED by Jody Brunatti that The Parry Sound Public Library Board approves the 2013 C. C. Johnson Bequest Fund Budget as presented.

CARRIED

**RESOLUTION**

MOVED by Bonnie Keith and SECONDED by Rita Nelson that the Parry Sound Public Library Board approves the 2014 C. C. Johnson Bequest Fund Budget as presented.

CARRIED

**RESOLUTION**

MOVED by Bonnie Keith and SECONDED by Rita Nelsen that The Parry Sound Public Library Board approve the write-off of old uncollectable debts (previously allowed for) of July 19/05 and November 27/09 amounting to \$430.

CARRIED

- vi. Wage Increase

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Alison Scarrow that the Parry Sound Public Library Board approves a cost of living wage increase of 1.5% for library staff effective January 1, 2014 in accordance with the Town of Parry Sound's non-union annual cost of living increase.

CARRIED

- vii. Parking Lot

Bonnie Keith advised the Board that she received information from the by-law department that by-law met with the property owners (with adjacent property to the library parking lot) and they are planning to build a second driveway off Church St. The property owners have also obtained third party insurance and the owners will repair any damage done to library property.

5. NEW BUSINESS

i. Credit Card

The Board discussed the need for a library credit card to carry on library business. The C.E.O. has been using her personal credit card.

**RESOLUTION**

MOVED by Alison Scarrow and SECONDED by Bonnie Keith that the Parry Sound Public Library Board authorize the C.E.O. to obtain a corporate credit card on behalf of the Parry Sound Public Library Board to be used for library expenses by the C.E.O. with a credit limit of \$10,000.00. CARRIED

ii. Minutes to Town of Parry Sound

The Board directed the C.E.O. to advise the town that the Minutes of the Parry Sound Library Board would be made available to the town once approved by the Board.

iii. Minutes on Website

The Board endorsed the posting of the Parry Sound Public Library Board Minutes on the library website.

iv. C.C.Johnson Bequest Fund

**RESOLUTION:**

MOVED by Bonnie Keith and SECONDED by Jody Brunatti that the Parry Sound Public Library Board authorize the C.E.O. to re-invest the MCCAN Mortgage Corporation GIC coming due March 24, 2014 in the amount of \$30,614.67 in accordance with the advice of Kim Campbell, Desjardin Financial Security Investments Inc. CARRIED

6. CORRESPONDENCE

None

7. FINANCIAL REPORTS

i. Account Payable

**RESOLUTION:**

MOVED by Jody Brunatti and SECONDED by Bonnie Keith to approve the Accounts Payable for January 2014 in the amount of \$14,189.54. CARRIED

ii. Revenue & Expense Report

**RESOLUTION:**

MOVED by Terry Zanussi and SECONDED by Jody Brunatti to accept the Revenue & Expense Reports for January 2014. CARRIED

8. LIBRARIAN'S REPORT

**RESOLUTION:**

MOVED by Jody Brunatti and SECONDED by Bonnie Keith to accept the librarian's report. CARRIED

9. OTHER REPORTS

None

10. OTHER BUSINESS

11. CLOSED SESSION

**RESOLUTION:**

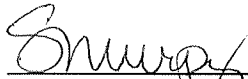
MOVED BY Alison Scarrow and SECONDED by Bonnie Keith that the meeting move into Closed Session to deal with confidential personnel matters. CARRIED

12 NEXT MEETING & ADJOURNMENT

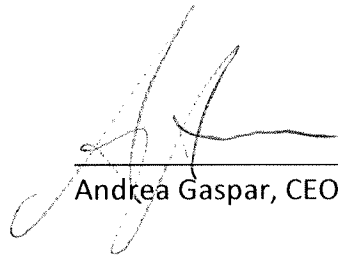
**RESOLUTION:**

MOVED by Alison Scarrow and SECONDED by Bonnie Keith to adjourn. CARRIED

The next Board meeting is Tuesday, March 25, 2014 at 1:30 p.m.



Susan Murphy, Chair



Andrea Gaspar, CEO