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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, February 27, 2017**

Call to Order: The meeting was called to order at 4:08 pm.

Attendance: B. Bailey, N. Chan, E. Chow, S. Durand, S. Scott

Absent: J. Carmody, D. Rowan, G. Serviss

Approval of Agenda: Motion # 1:

Moved by S. Scott, seconded by B. Bailey that the agenda for the Monday Feb 27, 2017 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by S. Scott that the minutes of the Monday Jan 16, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: A letter was received from Alyssa Cliche, a co-op student whose term ended in January. She wanted to thank Sheila and the PPL for her enjoyable experience.

Telus sent a letter communicating that they will be discontinuing the charging station. They requested that the station be dismantled and returned. No reason was provided for the discontinuation.

Treasurer's Report:

a) Financial Report

Motion #3:

Moved by S. Scott, seconded by B. Bailey that the financial statement for the period ending Dec. 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$50,357.02. Carried

Motion #4:

Moved by S Scott, seconded by B. Bailey that the financial statement for the period ending Jan. 31, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$53,721.14. Carried

b) Financial Audit

All materials have been provided to the accountant and the audit is currently in progress

Reports:

a) CEO Report

E. Chow questioned about the change to the manual ordering of books. S. Durand replied that the process is not onerous.

Details were asked about the Mango Languages webinar. Mango is a language learning software, similar to Rosetta Stone and is a popular software.

Motion #5:

Moved by N. Chan, seconded by B. Bailey that the CEO's Report of Monday Feb. 27, 2017 be accepted as presented. Carried.

b) Petawawa Public Library Collective Bargaining

The next round of negotiations is scheduled for March 2, 2017. S. Durand indicated that negotiations are approximately 85% complete and is hopeful that the next meeting may conclude negotiations.

Old Business:

a) Payroll/Bookkeeper Clerk position

S. Durand informed the Board that a new bookkeeper has been found. The company performing the services is a certified general accountant.

Motion #6:

Moved by S. Scott, seconded by B. Bailey that 2511557 Ontario Inc. be hired for the role of Payroll/Bookkeeper Clerk at the rate of \$500 per month plus HST. Carried

S. Durand was asked about the previous bookkeeper. Continued calls to the previously provided number remain unanswered. A voicemail cannot be left as the voicemail box is full. A registered letter was sent to the address provided. The postal service attempted delivery three times unsuccessfully. S. Durand noted that the cheque for December services provided by the individual had not been collected.

New Business:

a) Employee Job Descriptions

Motion #7:

Moved by S. Scott, seconded by B. Bailey that the Children and Teen Services Technician job description be changed, as proposed. This change does not affect scope or placement on the Pay Grid. The position is full-time to a maximum of 70 hours per 2 weeks. Carried

Motion #8:

Moved by N. Chan, seconded by B. Bailey that the Community Outreach Technician position be reinstated as amended at a maximum of 40 hours per 2 weeks. Carried

Motion #9:

Moved by N. Chan, seconded by S. Scott that the contract for Library Support Clerk and Programmer be extended until the position of Community Outreach Technician is filled. Carried

b) Staffing 2017

Step changes process at the Town require clarification, in order to compare to the PPL's policies. S. Durand to investigate.

Motion #10:

Moved by S. Scott, seconded by B. Bailey that the 2017 Pay Grid be amended with an increase of 1.5% for Cost of Living Allowance, retroactive to Jan. 1, 2017. Carried

This COLA increase was included to stay in pace with increases provided by the Town.

c) Trustee Council Meeting

The next Trustee Council Meeting will be held in Renfrew on Saturday April 22, 2017 10am - 1pm.

Member Input: S. Durand indicated that she will be away next week on vacation.

S. Scott indicated that she will be tendering a letter of resignation from the PPL Board due to over-commitments. However, she will continue to support the Friends of the Library. E. Chow, on behalf of the Board, thanked her for her role during her tenure and wished her well in her future endeavours.

Next Meeting: March 27, 2017 4:00 p.m.

Adjournment: Motion # 11:

Moved by N. Chan, seconded by S. Scott that the meeting of Monday Feb. 27, 2017 be adjourned at 5:09 pm. Carried.


E. Chow, Chairperson


N. Chan, Secretary

March 27, 2017
Date