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

Call to Order: The meeting was called to order at 4:04 pm.

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

Part-time: B. Beakley, J. Carmody, D. Rowan

Bruce Beakley, Director, Human Resources, County of Renfrew:

B. Beakley reviewed the executive summary of the collective agreement provided to the Board on March 15, 2017. The new collective agreement will end on October 31, 2017.

J. Carmody and D. Rowan entered at this time.

B. Beakley recommended that the CEO should maintain a binder of bargaining interpretation and items of precedence to be available for the CEO and Board members

B. Beakley exited the meeting at this time.

Approval of Agenda: Motion # 1:

Moved by B. Bailey, seconded by D. Rowan that the agenda for the Monday March 27, 2017 Library Trustee Board meeting be accepted as presented.
Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by B. Bailey that the minutes of February 27, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: A letter of resignation was received from S. Scott, effective immediately, dated February 27, 2017.

Motion #3:

Moved by D. Rowan, seconded by G. Serviss that the letter of resignation from S. Scott be accepted with regret. Carried

S. Durand was actioned to contact the Town in order to commence advertising for a new Board member.

Treasurer's Report:

a) Financial Report

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending Feb. 28, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$45,435.47. Carried

Reports:

a) CEO Report

S. Durand highlighted the change in the use of the Capacity Fund to purchase iPads for the children's section and computers for the teens' section. As well, the Friends of the Library trivia fundraising event was a success. A report for the children and teens section will be provided in April, as the March Break activities occupied available time, as they were very successful.

Discussion took place about potentially using other payment options for programs other than cash. Due to the associated fees and program blitzes being limited to two periods of the year, it does not currently make much sense. However, it was recommended that the Friends group could evaluate the purchase/rental of an ATM machine as a means of fundraising.

Motion #5:

Moved by B. Bailey, seconded by D. Rowan that the CEO's Report of Monday Mar. 27, 2017 be accepted as presented. Carried.

Old Business:

a) Library Staffing 2017

The cost of living allowance increases have been implemented for PPL staff. In addition, all positions have now been filled. The Community Outreach Technician position was filled by an internal staff member, through internal posting.

New Business:

a) CUPE Local 24-03 and Policy Development proposal

Motion #6:

Moved by D. Rowan, seconded by G. Serviss that the collective agreement between the Petawawa Public Library and the Canadian Union of Public Employees and its Local 24-03 for the period of October 18, 2016 -- October 31, 2017 be ratified. Carried

Member Input: E. Chow has requested that the CEO evaluation committee be struck.

D. Rowan congratulated Katelyn on the success of the March Break programs - they were fantastic.

J. Carmody commented that the Friends Trivia fundraiser was fun and successful.

G. Serviss observed that a recent article on libraries indicated that 3D printers were one of the highest use items. S. Durand noted that the idea has been explored, but that previous experience has shown that these printers can be time intensive on the staff.

N. Chan noted that the Chalk River Library ran a successful escape room as a fundraiser for their children's furniture. He is looking forward to the one being planned at the PPL.

Next Meeting: April 24, 2017 4:00 p.m.

Adjournment: Motion # 7:

Moved by N. Chan, seconded by G. Serviss that the meeting of Monday Mar. 27, 2017 be adjourned at 5:33 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

April 24, 2017
Date