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

Call to Order: The meeting was called to order at 4:07 pm.

Attendance: E. Chow, J. Carmody, S. Lehnen, A. Foster, B. Bailey, G. Serviss
Absent: N. Chan,

Approval of Agenda:

Motion # 1:

Moved by J. Carmody, seconded by S. Lehnen that the agenda for the November 27, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by B. Bailey, seconded by S. Lehnen that the minutes of the October 23, 2017 Library Trustee Board meeting be accepted.
Carried.

Correspondence: A. Foster referred to the letter from FOPL and asked if the membership should be paid. The board agreed that the fees shall be paid.

G. Serviss entered the meeting at this time.

Treasurer's Report:

a) Financial Statement for October 2017

Motion # 3:

Moved by S. Lehnen, seconded by J. Carmody that the financial statement for the period ending October 31, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$56,938.23. Carried.

Reports:

CEO Report A.Foster presented and elaborated on the CEO report

Motion # 4:

Moved by G. Serviss, seconded by J. Carmody that the CEO's Report to November 27, 2017 be accepted as presented. Carried.

Old Business:

A. Foster spoke to the policy manual and mentioned that it was a huge project that she hopes to have ready for the board meeting in January

The proposed 2018 budget was discussed

Motion # 5:

Moved by J. Carmody, seconded by S. Lehnen that the board approve the proposed 2018 budget

New Business:

a) Internet situation

A. Foster apprised the board of additional costs arising from Bell contracts that are not even being used by the library. She is researching the ramifications of cancelling two contracts. With the website and internet usage she wants to proceed cautiously.

b) OMERS deductions of former Employees (2016 Pay Equity Payment)

OMERS advised that the employees should be contacted and that they could make a voluntary back payment to their account with no guarantees that it would make a positive impact on their pension. A. Foster was directed to send letters to these former employees advising them of the procedure and amount owed. Contributions of former employees would trigger a board contribution.

c) CEO Performance Evaluation Committee

Motion #6:

Moved by S. Lehnen, seconded by B. Bailey, that a CEO evaluation committee be struck by appointment of N. Chan, G. Serviss and B. Bailey. Carried

Member Input: nil

Closed meeting

Motion # 7:

Moved by G. Serviss, seconded by J. Carmody, that the Petawawa Public Library Board enters a closed meeting to discuss personnel matters of an identifiable individual, including employees at 5:21 p.m. Carried


Motion # 8:

Moved by B. Bailey, seconded by S. Lehnen that the Petawawa Public Library Board exits the closed meeting at 5:37. Carried

Next Meeting: January 22, 2018 4:00

Adjournment: Motion # 9:


Moved by J. Carmody, seconded by S. Lehnert that the meeting of
November 27, 2017 be adjourned at 5:50 pm. Carried.



E. Chow, Chairperson



for N. Chan, Secretary



Date