



16 Civic Centre Road, Petawawa, Ontario K8H 3H5  
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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, February 26, 2018**

**Call to Order:** The meeting was called to order at 3:59 pm.

**Attendance:** B. Bailey, N. Chan, E. Chow, A. Foster, S. Lehnen, S. Morris, G. Serviss

Absent: J. Carmody

**Approval of Agenda:**

Motion # 1:

Moved by G. Serviss, seconded by B. Bailey that the agenda for the Monday February 26, 2018 Library Trustee Board meeting be accepted as amended.  
Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by N. Chan, seconded by S. Morris that the minutes of the Monday January 22, 2018 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:**

a) **FOPL's 2018 Ontario Pre-Budget Submission**

Motion #3:

Moved by G. Serviss, seconded by S. Lehnen that G. Serviss presents FOPL's 2018 Ontario Pre-Budget Submission to Town Council for support. Carried.

**Treasurer's Report:**

a) **Financial for November & December 2017, and January 2018**

Motion # 4:

Moved by N. Chan, seconded by G. Serviss that the financial statement for the period ending November 30, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$57,577.43 as revised. Carried.

**Motion #5:**

Moved by S. Lehen, seconded by S. Morris that the financial statement for the period ending December 31, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$57,973.95. Carried

**Motion #6:**

Moved by G. Serviss, seconded by B. Bailey that the financial statement for the period ending January 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$52,828.05. Carried.

**Reports:**

**CEO Report** A.Foster presented and elaborated on the CEO report. As well, the reports for Community Outreach Technician, Children and Teens Services Technician, and the Statistics for January and 2017 annual were presented.

**Motion # 7:**

Moved by S. Lehen, seconded by S. Morris that the CEO's Report of February 26, 2018 (January 2018) be accepted as presented. Carried.

**Old Business: a) Short-term disability**

**Motion #8:**

Moved by G. Serviss, seconded by B. Bailey that the PPL goes to self-insure (Self-pay Account) to provide short-term disability as per coverage detailed in Collective Agreement. Carried

A. Foster to notify Town of discontinuation from Manulife for short-term disability coverage.

**New Business:**

**a) Fountain**

The fountain has been out of order for a relatively long period of time, with frequent requests from patrons on when it will be fixed. The fountain cannot be repaired and would require a new fountain with a cost between \$5k-\$8k. Alternatively, the fountain could be removed as operating fountains can be found in the hallway outside of the library.

**Motion #9:**

Moved by G. Serviss, seconded by S. Lehen that the fountain be removed from the Children's area. Carried.

**b) Photocopier lease**

A quote was presented, using the same supplier as the Town. The current photocopier is nearing the end of life, as it was purchased as a refurbished printer.

Motion #10:

Moved by N. Chan, seconded by G. Serviss that the printer lease/service option for 66 months be approved, from Buske Office Equipment for new Konica Minolta Bizhub C308 printer as attached. Carried

**c) Bookkeeping/OMERS**

Motion #11:

Moved by G. Serviss, seconded by S. Lehnen that the contract of the bookkeeper be renewed at the new rate, \$550 per month +HST, for one year, effective March 1, 2018. Carried

As part of the contract, the bookkeeper will no longer be taking care of the OMERS or Manulife administration due to time commitments. These duties will be covered, at least temporarily, by A. Foster. In addition, A. Foster to ask B. Beakley whether OMERS support is available from the county.

**d) Young Canada Works at Building Careers in Heritage Internship**

A. Foster covered this topic as part of CEO report. An application has been submitted. If granted, an approval follow-up will be brought to the Board, as the PPL will be required to cover half the expenses, which would be approximately \$9,000.

**e) Non-Union Pay Grid**

Motion #12:

Moved by B. Bailey, seconded by S. Lehnen that the Pay Grid for the CEO reflecting 1.4% CPI increase be approved, effective Jan 1, 2018. Carried

**f) Policies**

Several policies were brought forward with several small revisions. Of note, the review period for each policy will be reviewed and changed accordingly. S. Lehnen to compile all changes and submit revised policies for the next Board meeting for approval review.

**g) Job Descriptions**

Motion #13:

Moved by G. Serviss, seconded by B. Bailey that Bruce Beakley be engaged to evaluate the new job descriptions to maintain pay equity. Carried.

B. Beakly selected as he is qualified and is familiar with Templeman's process for comparison of positions against comparators.

**Member Input:** nil

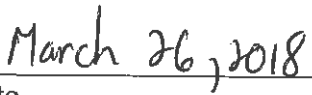
**Next Meeting:** March 26, 2018 4:00 p.m.

**Adjournment: Motion # 14:**

Moved by N. Chan, seconded by G. Serviss that the meeting of  
February 26, 2018 be adjourned at 5:55 pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

  
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Date