



16 Civic Centre Road, Petawawa, Ontario K9H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, January 22, 2018**

**Call to Order:** The meeting was called to order at 4:06 pm.

**Attendance:** B. Bailey, J. Carmody, N. Chan, A. Foster, S. Morris, G. Serviss

Part-time: S. Lehnem

Absent: E. Chow

**Approval of Agenda:**

Motion # 1:

Moved by J. Carmody, seconded by B. Bailey that the agenda for the Monday January 22, 2018 Library Trustee Board meeting be accepted as presented.

Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by B. Bailey, seconded by J. Carmody that the minutes of the Monday November 27, 2017 Library Trustee Board meeting be accepted.

Carried.

**Correspondence:** nil

**Treasurer's Report:**

**a) Financial Statement for November 2017**

Motion # 3:

Moved by J. Carmody, seconded by B. Bailey that the financial statement for the period ending November 30, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$58,424.83. 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 November and December were presented.

Motion # 4:

Moved by S. Morris, seconded by B. Bailey that the CEO's Report of November and December 2017 be accepted as presented. Carried.

**Old Business: nil**

**New Business:**

**a) Short-term disability**

A. Foster informed the Board that the short-term disability is rarely used and that in the future, due to the current policy, the current short-term disability could not be utilized. This underutilized service costs approximately \$2800 per year. A. Foster was informed that the town utilized a self-pay account, as opposed to being insured. Insurance carrier to be contacted to see if additional options are available and presented at next meeting.

**b) Updated policy manual**

The policy manual should be completed by end of Oct, based on review schedule presented. The Board agreed that the proposed schedule would be suitable for review of individual policies.

**c) Rotary Room/provincial election issue**

Request for the Rotary Room was received for a week in May for the advanced polling station. Notice to be sent to normal reservations. Approximately four groups will be affected by these activities.

S. Lehn entered at this time

**Closed meeting:**

Motion # 5:

Moved by N. Chan, seconded by B. Bailey, that the Board enters closed session to discuss personal matters of an identifiable individual, including employees at 5:02 p.m. Carried

Motion # 6:

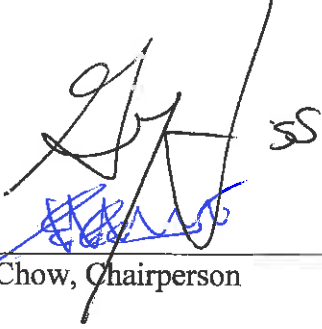
Moved by N. Chan, seconded by B. Bailey that the Board exits closed session at 5:14 p.m. Carried

**Member Input:** G. Serviss welcomed S. Morris on behalf of the rest of the Board.

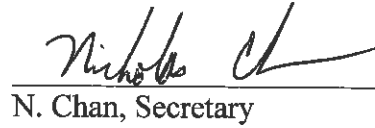
**Next Meeting:** February 26, 2018 4:00 p.m.

**Adjournment: Motion # 7:**

Moved by J. Carmody, seconded by B. Bailey that the meeting of  
January 22, 2018 be adjourned at 5:16 pm. Carried.



\_\_\_\_\_  
E. Chow, Chairperson



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N. Chan, Secretary

Feb. 26, 2018  
Date