



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, March 26, 2018**

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

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

Absent: S. Morris

Approval of Agenda:

Motion # 1:

Moved by G. Serviss, seconded by J. Carmody that the agenda for the Monday March 26, 2018 Library Trustee Board meeting be accepted as presented.

Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by G. Serviss that the minutes of the Monday February 26, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence:

Letter was received by the Town that a motion had been passed, supporting FOPL's 2018 Ontario Pre-Budget Submission.

Treasurer's Report:

a) Financial for February 2018

Motion # 3:

Moved by G. Serviss, seconded by B. Bailey that the financial statement for the period ending February 28, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$47,527.84. Carried.

A. Foster was instructed to provide a need and want list for collection improvement for Board review. A capital replacement plan will need to be developed so that appropriate funds can be set aside.

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 February were presented. Of note, the incident at Valour on Feb 28th resulted in larger in-person visits.

Motion # 4:

Moved by S. Lehnen, seconded by B. Bailey that the CEO's Report of March 26, 2018 be accepted as presented. Carried.

Old Business: a) Policies

Motion #5:

Moved by G. Serviss, seconded by J. Carmody that the following policies be accepted as amended: Intellectual Freedom, Purpose of the Board, Committees of the Board, Chief Executive Officer and Board Relationship, Chairperson, Vice-Chairperson, Secretary, Treasurer, Orientation of Members of the Board, Rotary Room Rental, and Purchasing. Carried

New Business:

a) Policies

The newly revised policies are deferred to next Board meeting for approval, to allow for adequate review.

Closed Meeting:

Motion #6:

Moved by N. Chan, seconded by B. Bailey that the PPL Board enters closed session to discuss personal matters about an identifiable individual, including employees at 5:07 p.m. Carried.

Motion #7:

Moved by G. serviss, seconded by J. Carmody that the PPL Board exits closed session at 5:15 p.m. Carried.

Motion #8:

Moved by B. Bailey, seconded by S. Lehnen that the Board ratify the memorandum of settlement dated 20th of March, 2018. Carried.

Member Input: N. Chan mentioned that the CEO Evaluation Committee had met on March 25th and have drafted an evaluation. Meeting to be set in a few weeks to discuss results with CEO and to allow CEO to draft goals. Results and goals will be brought forward to next Board meeting.

Next Meeting: April 23, 2018 4:00 p.m.

Adjournment: Motion # 9:

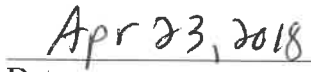
Moved by N. Chan, seconded by G. Serviss that the meeting of Monday March 26, 2018 be adjourned at 5:19 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date