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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, April 23, 2018**

**Call to Order:** The meeting was called to order at 4:02 pm.

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

Part-time: G. Serviss

Absent: S. Morris

**Approval of Agenda:**

Motion # 1:

Moved by S. Lehnen, seconded by B. Bailey that the agenda for the Monday April 23, 2018 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by N. Chan, seconded by S. Lehnen that the minutes of the Monday March 26, 2018 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:**

A \$400 donation was received in memory of Lynne Sawford.

**Treasurer's Report:**

**a) Financial for March 2018**

Motion # 3:

Moved by J. Carmody, seconded by B. Bailey that the financial statement for the period ending March 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$44,985.95. Carried.

A. Foster to ask whether audit will be ready for May Board meeting.

It was discussed whether surplus funds should be placed into GICs. A. Foster to investigate whether other options are available against the interest rates on the current account.

**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 March were presented.

Motion # 4:

Moved by B. Bailey, seconded by S. Lehnem that the CEO's Report of April 23, 2018 be accepted as presented. Carried.

G. Serviss entered the meeting at this time.

A collection improvement plan was presented as a first step towards updating the collection.

Motion #5:

Moved by J. Carmody, seconded by G. Serviss that the collection improvement plan be approved to the expenditure of up to \$12,000. Carried.

**b) Page Pay Grid**

The Page position is no longer part of the collective agreement as it is a student position. As a result, the wage grid needs to be maintained separately as a non-union position.

Motion #6:

Moved by S. Lehnem, seconded by B. Bailey that the Page position wage grid be accepted as proposed, retroactive to Jan 1, 2018. Carried.

**Old Business: a) Policies**

Motion #7:

Moved by B. Bailey, seconded by G. Serviss that the following policies be accepted as presented and effective immediately: hours of service; Reimbursements of Expenses; Termination; Salaries and Wage Grid; Benefits; Statutory and Paid Holidays, Full-time Employees; Statutory and Paid Holidays, Part-time Employees; Statutory Holidays; and Vacation Leave. Carried

Motion #8:

Moved by B. Bailed, seconded by G.Serviss that the following policies be accepted as presented and effective immediately: Sick and Disability Leave; Pregnancy, Parental, Family, Medical Leave; and Breaks/Accumulation of Hours/Compassionate Leave/Special Closures. Carried.

**New Business:**

**a) Policies**

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

**b) The Library and Political Elections Policy**

Motion #9:

Moved by N. Chan, seconded by G. Serviss that the Library and Political Elections Policy be approved as amended. Carried

**c) Lynne Sawford Butterfly Garden Dedication**

Due to Lynne Sawford's passing and her great contribution towards the construction of the library, it was proposed that the butterfly garden be dedicated in her memory.

Motion #10:

Moved by G. Serviss, seconded by J. Carmody that the Butterfly Garden be dedicated to Lynne Sawford with the creation of a plaque. Carried.

**Closed Meeting:**

Motion #11:

Moved by N. Chan, seconded by G. Serviss that the Board enters closed session to discuss personal matters about an identifiable individual, including employees at 5:01 p.m. Carried.

Motion #12:

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

**Member Input:** S. Lehnem requested more dialogue in policies through email to ensure that policies can be passed in a timely fashion.

B. Bailey attended the SOLS meeting with the following highlights:

- Installation of security cameras at Bancroft
- Attendance at Board meetings through Skype, including voting rights for Board members
- Installation of LED lighting in Deep River, resulting in one-third the costs within the first quarter
- Kemptville will start loaning out a canoe
- Arnprior provided a strategic plan and communication brochures and bookmark


G. Serviss had requested that the library counter be used for ticket sales for Hall of Fame induction ceremony, which was granted by A. Foster.


**Next Meeting:** May 28, 2018 4:00 p.m.

**Adjournment:** Motion # 13:

Moved by S. Lehnen, seconded by G. Serviss that the meeting of Monday April 23, 2018 be adjourned at 5:30 pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

  
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Date