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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, May 28, 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. Morris, G. Serviss

Absent: S. Lehnen

Approval of Agenda:

Motion # 1:

Moved by B. Bailey, seconded by G. Serviss that the agenda for the Monday May 28, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by J. Carmody that the minutes of the Monday April 23, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence:

A thank you card was received from Norman Gentner.

Treasurer's Report:

a) 2017 Audit (Tami Sylvestre)

The financials for 2017 were in good shape. T. Sylvestre noted that there was a cumulative surplus of \$87,561. There was one recommendation for improving practices and that is to ensure that bank reconciliations are reviewed and signed off by the CEO monthly.

Motion #3:

Moved by J. Carmody, seconded by E. Chow that the audited financial statements dated May 28, 2018 for year 2017 from Welch LLP be accepted as presented. Carried.

b) Financial for April 2018

Motion # 4:

Moved by J. Carmody, seconded by S. Morris that the financial statement for the period ending April 30, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$43,126.24. 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 April were presented.

Motion # 5:

Moved by S. Morris, seconded by G. Serviss that the CEO's Report of May 28, 2018 be accepted as presented. Carried.

Old Business: a) Policies

As there were outstanding comments to be passed to S. Lehnem, the policies are delayed until next Board meeting. It was mentioned that a special Board meeting may be required at later time to ensure that policies can be updated as per tentative schedule.

b) Lynn Sawford Butterfly Garden: Plaque Options

Plaque options were presented and a cast aluminum plaque of approximate size 8"x12" was proposed with the wording "Butterfly Garden – In memory of Lynne Sawford" could be mounted to the wall of the garden. Proposed design and price to be brought back.

c) GIC Options

A. Foster reported back on GIC options that only a stepped GIC cashable on anniversaries provided a slightly higher overall interest over the current interest. Therefore, a change to GICs will not occur at this time.

New Business:

a) Policies

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

b) Catholic Education Week Complaint

An email was received by the mayor regarding the Library's decision not to post artwork and a banner in support of Catholic Education Week. The Library follows the no proclamation policy of the Town, to be neutral and fair. G. Serviss will communicate the relevant information and facts to inform the mayor's response.

c) Future Facilities Costs

A. Foster presented an extraction for future years in terms of building maintenance and repair costs. The figures were derived from a McIntosh Perry engineering report produced in 2014. Of note is that there are major repairs required approximate 2025, including repairs to the roof.

d) Summer Board/Staff Social

Pending confirmation of location availability, a gathering is planned for early August.

e) Young Canada Works Intern

The Young Canada Works grant was received for approximately \$12,000. Therefore, approximately \$8,000 is required to fully fund the intern.

Motion #6:

Moved by N. Chan, seconded by B. Bailey that approximately \$8,000 be approved for the Young Canada Works Intern. Carried

Member Input: G. Serviss discussed the use of a virtual reality (VR) system used during the Options Tradeshow. It was suggested that a similar system may be of interest to the Library, but that staff time may be required to operate the system.

Next Meeting: June 25, 2018 4:00 p.m.

Adjournment: Motion # 7:

Moved by N. Chan, seconded by J. Carmody that the meeting of Monday May 28, 2018 be adjourned at 5:39 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

June 25, 2018

Date