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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, June 25, 2018**

**Call to Order:** The meeting was called to order at 4:00 pm.

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

**Approval of Agenda:**

Motion # 1:

Moved by G. Serviss, seconded by S. Morris that the agenda for the Monday June 25, 2018 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by N. Chan, seconded by B. Bailey that the minutes of the Monday May 28, 2018 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:** nil

**Treasurer's Report:**

**a) Financial for May 2018**

Motion #3:

Moved by J. Carmody, seconded by S. Lehnen that the financial statement for the period ending May 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$48,029.27. Carried.

**b) Charity Account Statement (2017)**

Motion # 4:

Moved by G. Serviss, seconded by J. Carmody that the charity account statement (2017) for Corporation of the Town of Petawawa Public Library be accepted as presented. 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 May were presented.

Of note, additional space for the DVD collection may be required in the future as the collection grows and is still popular. As well, there may be staffing concerns in the future due to medical leave and vacation.

Motion # 5:

Moved by S. Lehnen, seconded by B. Bailey that the CEO's Report of Monday June 25, 2018 be accepted as presented. Carried.

**Old Business: a) Policies**

Motion #6:

Moved by G. Serviss, seconded by S. Morris that the following policies be accepted as amended: Meetings of the Board, Attendance at Meetings, Order of Proceedings, Financial Year, Planning, Delegation of Authority to the CEO, Statement of Authority, Library Board Code of Ethics; and Personnel Files. Carried.

The following policies are to be consolidated and presented at future meeting for review: Conduct of Proceedings, Rules of Debate, and Voting on Motions. The consolidated policy will carry the title of Conduct of Proceedings. In addition, the Financial Year policy has been removed and the information moved to the Financials policy.

Motion #7:

Moved by N. Chan, seconded by G. Serviss that the following policies be accepted as amended: Advocacy, Amendment of By-laws, Motions, Audit, Responsibility for Personnel Issues, Hiring Process, Performance Evaluation; and Community Information, Bulletin Boards, and Display Cases. Carried.

**b) Lynn Sawford Butterfly Garden Plaque**

Designs were presented and one was chosen. The years of Lynne Sawford's service as chair will be added.

**c) Summer Board/Staff Social**

G. Serviss to set date and communicate timing to Board and staff.

**d) Meraki**

A. Foster reviewed the service provided and recommended that the service be continued given the lack of permanent IT support. In addition, a 3-yr service agreement was deemed to be cheaper in the longer term compared to 1-yr renewals.

Motion #8:

Moved by N. Chan, seconded by G. Serviss that that Meraki contract be renewed for a 3 year period. Carried.

**New Business:**

**a) Policies**

Policies to be reviewed by the Board and presented at next Board meeting.

**Closed Meeting: Motion #9:**

Moved by S. Lehnen, seconded by B. Bailey that the Board enters closed session to discuss personal matters about an identifiable individual, including employees at 5:12 p.m. Carried

Motion #10:

Moved by S. Lehnen, seconded by B. Bailey that the Board exits closed session at 5:35 p.m. Carried.

Motion #11:

Moved by B. Bailey, seconded by S. Lehnen that the CEO is directed to put into effect the HR plan discussed in closed session. Carried.

**Member Input:** G. Serviss thanked E. Chow and A. Foster for attendance at the inauguration of the Hall of Fame. As well, G. Serviss suggested that reclining outdoor chairs may be more welcoming and popular for the butterfly garden.

N. Chan looked for input as to potentially modernizing the fashion that motions are currently passed. A. Foster noted that the Libraries' Act must still be met. N. Chan to research options and present back to the Board.

**Next Meeting:** September 24, 2018 4:00 p.m.

**Adjournment: Motion # 12:**

Moved by G. Serviss, seconded by S. Morris that the meeting of Monday June 25, 2018 be adjourned at 5:43 pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

Sept 24, 2018  
Date