



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, September 24, 2018**

Call to Order: The meeting was called to order at 4:05 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 J. Carmody, seconded by S. Lehnen that the agenda for the Monday September 24, 2018 Library Trustee Board meeting be accepted as amended.
Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by B. Bailey that the minutes of the Monday June 25, 2018 Library Trustee Board meeting be accepted as presented.
Carried.

Correspondence: nil

Treasurer's Report:

G. Serviss entered at this time

a) Financial for June, July & August 2018

Motion #3:

Moved by J. Carmody, seconded by B. Bailey that the financial statement for the period ending June 30, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$71,288.32. Carried.

Motion #4:

Moved by J. Carmody, seconded by S. Lehnen that the financial statement for the period ending July 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$55,057.99. Carried.

Motion #5:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending August 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$54,961.44. Carried.

Reports:

CEO Report A. Foster reported that the summer programs had been very full, in general. In addition to the reports, A. Foster had brought up the point of potentially using donor levels and donor recognition. A. Foster to investigate other libraries and report back.

Motion # 6:

Moved by S. Lehnen, seconded by B. Bailey that the CEO's Report of Monday September 24, 2018 be accepted as presented. Carried.

New Business: a) Building Repairs

Motion #7:

Moved by N. Chan, seconded by J. Carmody that the roof repair be approved for up to \$13, 827 plus HST, by Irvcon Ltd. Carried.

Motion #8:

Moved by G. Serviss, seconded by S. Lehnen that air conditioner and compressor repair be approved for up to \$2, 817 plus HST by TempTech. Carried.

b) October 22 meeting

A. Foster indicated that this meeting would occur during municipal elections. There were no objections from the Board to this overlap and therefore, the regularly scheduled meeting will take. Although, the location may change as the Rotary Room is booked by the Town. A. Foster to confirm with Town whether the reservation is still required.

c) Christmas Eve & New Year's Eve

The statutory holidays fall on Mondays. Traditionally, these have been half work days with the other half paid leave. G. Serviss to check with Town and whether there will be a change for this year.

d) 2019 Budget

The draft budget will be due to the Town around November. A draft budget will be targeted for next Board meeting.

e) Possible OLC Associate Member

A. Foster was asked to bring forward the possible inclusion of Mississippi Mills as an associate member of OLC with Carleton Place remaining as the main member. Wanted to ensure that there were no objections prior to further investigation. No objections were brought forward by the Board.

f) Circulation Desk Staffing

Currently, some of the staff has had to work overtime shifts, in order to meet the needs. This is not sustainable and an additional casual staff is required to have sufficient, such as when staff are ill.

Motion #9:

Moved by S. Lehn, seconded by G. Serviss that an additional Library Support Clerk person be approved at the start rate (\$21.27/hr). Carried.

Old Business:

a) Policies

Motion #10:

Moved by S. Lehn, seconded by G. Serviss that the following policies are accepted as amended: Terms of Reference of the Personnel Committee, Terms of Reference: Finance Committee, Conflict Resolution Policy, Employee Training and Development, Travel Expenses, Volunteers, Friends of the Library. Carried

A new policy was suggested for reserves and surplus. J. Carmody to bring forward some sample policies.

For the Long Term Recognition policy, a review of the Town policies will be brought forward.

Member Input: nil

Next Meeting: October 22, 2018 4:00 p.m.

Adjournment: Motion # 11:

Moved by N. Chan, seconded by J. Carmody that the meeting of Monday September 24, 2018 be adjourned at 6:07 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Oct. 22, 2018

Date