



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

Tel: (613) 687-2227 • Fax: (613) 687-2527

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

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

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

Part-Time:, N. Chan

Absent: S. Morris

Approval of Agenda:

Motion # 1:

Moved by G. Serviss, seconded by B. Bailey that the agenda for the Monday November 26, 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 October 22, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

Financial for October 2018

Motion #3:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending October 31, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$47,262.62. Carried.

Reports:

CEO Report: The new employee orientation guide has been completed. Shopping baskets have placed in the library for use. A review of the Homebound program indicated that a number of the participants are from Pembroke. As the Pembroke Library has a similar program, the Pembroke Library was contacted and the patrons were transferred to that program.

Motion # 4:

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

Old Business:

a) 2019 Budget

A draft budget was prepared, including a capital estimate of \$90k-\$140k for replacement of the roof.

Motion #5:

Moved by J. Carmody, seconded by N. Chan that the draft 2019 PPL Budget as attached be moved for submission to the Town. Carried

In addition, A. Foster was asked to look into estimates for carpet replacement in the Library and in the Rotary Room.

b) Legacy Document

A legacy document was consolidated as an informational summary for the next incoming Board.

New Business: a) Festival of Trees/Use of Hallway

During this year's Festival of Trees, there were concerns about blocking access for general accessibility (e.g., door switches blocked) and access to the Library. Meetings to be scheduled with Rec Dept/Civic Centre and with Fire Chief prior to next event, to ensure that all regulations and guidelines are followed.

a) Pay Equity

Motion #6:

Moved by N. Chan, seconded by B. Bailey that the proposed resolution of outstanding Pay Equity issues as attached be approved. Carried

Old Business: c) Policies

N. Chan left at this time.

Motion #7:

Moved by G. Serviss, seconded by S. Lehn that the following policies are accepted as amended: Loans of Library Materials; Interlibrary Loans; Fee and Fine Schedule; Photocopying Charges; Internet Access Use; Proctoring Policy; File Retention; Communication Guidelines; Unattended Children in the Library; Hours of Service; Long-Term Recognition; Conduct of Proceedings. Carried

Member Input: nil

Next Meeting: December 10, 2018 4:00 p.m.

Adjournment: Motion # 8:

Moved by G. Serviss, seconded by B. Bailey that the meeting of
Monday October 26, 2018 be adjourned at 6:11 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Dec 10, 2018
Date