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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, October 22, 2018**

Call to Order: The meeting was called to order at 4:01 pm.

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

Part-Time: J. Carmody, S. Morris

Approval of Agenda:

Motion # 1:

Moved by G. Serviss, seconded by B. Bailey that the agenda for the Monday October 22, 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 September 24, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Reports:

CEO Report: J. Carmody entered at this time

The senior programs have been well attended, while the book club is not working well. A change is planned for the book club to try to increase participation. Suggestions included changing time and audience, such as during the day for seniors, or cookbook book club, where participants could bring in a recipe and its results.

Motion # 3:

Moved by S. Lehnem, seconded by J. Carmody that the CEO's Report of Monday October 22, 2018 be accepted as presented. Carried.

A. Foster presented a summary of donor recognition done at other larger libraries, but noted that smaller libraries did not have an online formal recognition. S. Lehnem appreciated the titles of the donor levels from the Greater Sudbury Public Library. Further discussion will be required if the PPL were to adopt a donor recognition program.

A. Foster brought news that the inclusion of Mississippi Mills as an OLC associate member was being progressed. There is an expectation of approximately \$1200 savings per year, if the inclusion is successful. When asked about any downsides, A. Foster responded that the only possible one, which is unlikely is back end data changes, but which would not affect the public.

Treasurer's Report:

Financial for September 2018

Motion #4:

Moved by J. Carmody, seconded by S. Lehnem that the financial statement for the period ending September 30, 2018 and payment of accounts reflected therein be approved as submitted with expenditures of \$45,022.23. Carried.

Old Business:

a) 2019 Budget

A budget is being prepared with a few different scenarios as a result of staffing changes. A budget will be prepared for the Board at next meeting to ensure that it is ready for presentation to Town.

b) Christmas Eve & New Year's Eve

After consultation with Bruce Beakley at the County, it was decided that Christmas Eve and New Year's Eve will be treated as relatively normal work days. Although there will be an earlier end to the day.

c) Policies

Motion #5:

Moved by S. Lehnem, seconded by G. Serviss that the following policies are accepted as amended: Responsibility for Collection Development; Disposition of Gifts; Controversial Materials; Complaints about the Collection; Organization of the Collection; Content and Size of the Collection; Selection of Materials; Weeding of the Collection; Library Membership; Membership Responsibilities; Requests for Information; Confidentiality of Patron Information; Accessible Customer Service. Carried

Long Term Recognition policy is being modified from the Town and will be presented at next meeting.

S. Morris left at this time.

New Business: a) Policies

The selected policies had not been prepared in time for this meeting and will be brought forward for next meeting.

a) Legacy Document

A. Foster presented the Library Board Legacy document in order to provide an opportunity for the outgoing Board to review its work over the past term and can provide recommendations to address ongoing challenges. The CEO will look if an electronic version is available and provide to the Board.

Member Input: nil


Next Meeting: November 26, 2018 4:00 p.m.

Adjournment: Motion # 6:

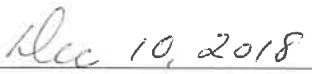
Moved by N. Chan, seconded by B. Bailey that the meeting of Monday October 22, 2018 be adjourned at 5:58 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date