



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, December 10, 2018**

Call to Order: The meeting was called to order at 4:05 pm.

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

Part-Time: B. Bailey

Absent: J. Carmody, S. Morris

Approval of Agenda:

Motion # 1:

Moved by G. Serviss, seconded by S. Lehnen that the agenda for the Monday December 10, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by G. Serviss that the minutes of the Monday November 26, 2018 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report: nil

Reports:

CEO Report: Motion # 3:

Moved by S. Lehnen, seconded by G. Serviss that the CEO's Report of Monday December 10, 2018 be accepted as presented. Carried.

New Business: a) 2019 Pay Scale

Motion #4:

Moved by N. Chan, seconded by G. Serviss that the new pay scale for 2019 be approved and effective January 1, 2019. Carried

B. Bailey entered at this time.

Old Business: c) Outstanding Policies

The FN series of the policy manual will be left untouched as they are directed through strategic planning. The only exception is FN-05, which is a brief history of the Library and its Board. This information will be collated with other pieces of the policy manual that are currently removed but may be of historical note.

Motion #5:

Moved by S. Lehnem, seconded by B. Bailey that the following policies are accepted as amended: Reimbursement of Expenses; Health and Safety; Appendix E: Claim for Expenses; Appendix G: Fee & Fine Schedule; Appendix I: Plan for Maintaining Security in the Library. Carried

This concludes the full review of the PPL policy manual. Subsequent activities should be left to maintenance activities as per the identified review periods.

Member Input: E. Chow thanked the Board for their hard work over the last term. He will not be continuing with the Board in the new term and wished continuing members for the best in future years.

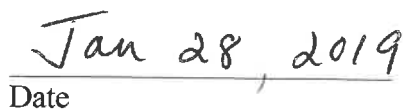
Next Meeting: At the call of the CEO (after a new Board has been confirmed by the Town)

Adjournment: Motion # 6:

Moved by B. Bailey, seconded by S. Lehnem that the meeting of Monday December 10, 2018 be adjourned at 4:42 pm. Carried.


Chairperson


N. Chan, Secretary


Date