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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, December 16, 2019**

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

Attendance: J. Carmody, G. Serviss, A. Foster, E. Tregunno, A. Turcotte, D. Hunton
B. Bailey, S. Lehnen absent

Approval of Agenda:

Motion # 1

Moved by E. Tregunno, seconded by J. Carmody that the agenda for the December 16, 2019 Library Trustee Board meeting be accepted as presented.
Carried.

Conflict of Interest: nil

Minutes: Motion # 2

Moved by J. Carmody, seconded by E. Tregunno that the minutes of the November 25, 2019 Library Trustee Board meeting be accepted as presented.
Carried.

Correspondence: nil.

Treasurer's Report: J. Carmody presented the Treasurer's report.

Financial Statement for November 2019

Motion # 3:

Moved by D. Hunton, seconded by A. Turcotte that the financial statement for the period ending November 30, 2019 and payment of accounts reflected therein be approved as submitted with expenditures of \$48,537.24.
Carried.

Reports:

CEO Report A. Foster presented and elaborated on the CEO report

Motion # 4

Moved by A. Turcotte, seconded by J. Carmody that the CEO's Report for November 2019 be accepted as presented.
Carried.

Old Business: Motion #5

Moved by D. Hunton, seconded by J. Carmody that following investigation of three separate quotes, that nonprofit help (David Hartley) be commissioned for strategic planning, pending reference checks performed by the CEO and obtaining an acceptable detailed proposal at discretion of the CEO.

Carried

Changes to the number of yearly board meetings were discussed.

The board agreed that at this time the number of meetings was desirable and exceeded the requirement, and no further action was required.

New Business: It was discussed that the current library policy manual is not available online.

Motion #6

Moved by E. Tregunno, seconded by A. Turcotte that the Library Policy Manual be included on the library's website.

Carried

It was discussed that the recognition policy for the library does not include any reference to part-time employees.

Motion #7

Moved by A. Turcotte, seconded by E. Tregunno that library policy HR-16: Long-Term Recognition be amended to remove "full-time" from service and retirement recognition wording, in order to be inclusive of part-time workers.

Carried

Motion #8

Moved by E. Tregunno, seconded by A. Turcotte that DorryAnn Godin be recognized as per amended policy HR-16 for her years of service.

Carried

The discussion was moved to a closed session to discuss the CEO's performance appraisal. The CEO left at this time.

Motion #9

Moved by J. Carmody, seconded by A. Turcotte that the library board enter a closed session at 5:07 pm.

Carried

Closed session conversation proceeded.

Motion #10

Moved by E. Tregunno, seconded by A. Turcotte that the library board open the closed session at 5:26 pm.

Carried

The CEO returned at this time.

Motion #11

Moved by D. Hunton, seconded by J. Carmody that the CEO's performance appraisal for the evaluation period February 1, 2018 to November 1, 2019 be accepted as presented.

Carried

Motion #12

Moved by A. Turcotte, seconded by D. Hunton that the CEO be moved from Step 2 to Step 3 on the CEO salary grid effective for January 1, 2020.

Carried

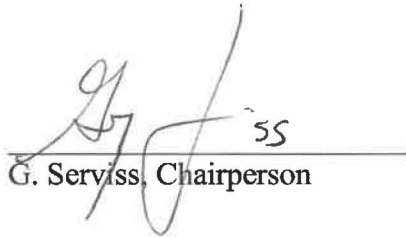
Member Input: nil

Next Meeting: January 27, 2020, 4:00 pm

Adjournment: Motion # 13:

Moved by E. Tregunno, seconded by A. Turcotte that the meeting of December 16, 2019 be adjourned at 5:31 pm.

Carried.


G. Serviss, Chairperson


B. Bailey, Secretary


Date