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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, 21 December, 2020**

Call to Order: The meeting was called to order at 4:06 pm.

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

Approval of Agenda:

Motion # 1

Moved by B. Tregunno, seconded by S. Lehn that the agenda for 21 December 2020 Library Trustee Board meeting be accepted as presented.

Carried.

Conflict of Interest: nil

Library Board Minutes:

Motion # 2

Moved by D. Hunton, seconded by J. Carmody that the minutes of the 23 November, 2020 Library Trustee Board meeting be accepted as presented.

Carried.

Correspondence: A thank you note was read to the board

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

Financial Statement for November 2020

Motion # 3

Moved by B. Bailey seconded by A. Turcotte that the financial statement for the period ending November 30, 2020 and payment of accounts reflected therein be approved as submitted with expenditures of \$46,727.23.

Carried.

Reports:

CEO Report A. Foster presented and elaborated on the CEO and the Community Outreach reports to 30 November 2020

Motion # 4

Moved by S. Lehmen, seconded by D. Hunton that the CEO's Report for November 2020 be accepted as presented.

Carried.

Old Business: There was discussion about the strategic plan

Motion # 5

Moved by A. Turcotte, seconded by B. Bailey that the strategic plan be accepted as presented and that the CEO and library board endeavour to implement the strategic plan.

Carried.

Motion # 6

Moved by B. Tregunno, seconded by D. Hunton that the CEO develop an action plan for implementing operational strategies, monetary and policy strategies. Also that the CEO provide periodic updates on the strategic plan implementation.

Carried.

New Business: Motion #7

Moved by A. Turcotte, seconded by J. Carmody that the new 2021 non-union pay grid be accepted as presented

Carried

A. Foster advised the procedures to take place when the second lockdown occurs. Books will be picked up in the Rotary Room with access from the main doors. The hallway will be blocked off. Staff will work at the library taking all precautions required.

Motion #8

Moved by B. Tregunno, seconded by D. Hunton, that policies: Benefits; Statutory and Paid Holidays , Full-time Employees; Statutory and Paid Holidays, part-time Employees; Sick and disability Leave; Pregnancy, Parental, Family Medical Leave; Breaks/Accumulation of Hours/compassionate leave/special closures; Personnel files; conflict resolution policy; Accessible customer service; salaries and wage grid; vacation leave; shall be accepted as reviewed.

Carried.

Member Input: B. Tregunno advised that the webinar she attended had worthwhile board information and will forward the link

Next Meeting: will depend on lockdown 2.0

Adjournment: Motion # 9

Moved by B. Bailey, seconded by A. Turcotte that the meeting of 21 December 2020 be adjourned at 4:53 pm.

Carried.



G. Serviss, Chairperson



B. Bailey, Secretary



Date