



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, 22 February, 2021**

Call to Order: The meeting was called to order at 4:04 pm.

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

Approval of Agenda:

Motion # 1

Moved by J. Carmody, seconded by B. Tregunno that the agenda for 22 February 2021 Library Trustee Board meeting be accepted as presented.

Carried.

Conflict of Interest: nil

Library Board Minutes:

Motion # 2

Moved by D. Hunton, seconded by Sara Lehnem that the minutes of the 25 January, 2021 Library Trustee Board meeting be accepted as presented.

Carried.

Correspondence: OLA/FOPL submission was introduced

Treasurer's Report

Financial Statement for December 2020

Motion # 3

Moved by A. Turcotte seconded by J. Carmody that the financial statement for the period ending December 31, 2020 and payment of accounts reflected therein be approved as submitted with expenditures of \$63,985.03.

Carried

Financial Statement for January 2021

Motion # 4

Moved by B. Tregunno seconded by S. Lehnen that the financial statement for the period ending January 31, 2021 and payment of accounts reflected therein be approved as submitted with expenditures of \$51,678.36.

Carried

Reports:

CEO and Outreach Technician Report

A. Foster presented and elaborated on the CEO and the Community Outreach reports for January 2021.

Motion # 5

Moved by J. Carmody, seconded by D. Hunton that the CEO and Outreach Technicians Reports for January 2021 be accepted as presented.

Carried.

Old Business: Nil

New Business:

Motion #6

Moved by B. Bailey, seconded by D. Hunton that the contract for the bookkeeper be renewed for 2021 at the cost of \$550 plus HST monthly.

Carried.

A. Foster to research and prepare a policy regarding contracts.

There was discussion regarding the use of a collection agency for materials that appear unlikely to be returned. A. Foster was directed to bring the statistics for items not returned and the value as well as information regarding collection agencies.

Closed Meeting:

Motion #7

Moved by D. Hunton, seconded by B. Bailey that the meeting be moved to closed to discuss personal matters about an identifiable individual including employees.

Open Meeting:

Motion #8

Moved by A. Turcotte, seconded by B. Tregunno that the CEO be authorized for up to \$1000 to hire the Delfi group to investigate a human resources issue.

Carried

Member Input: nil

Next Meeting: 22 March 2021

Adjournment:

Motion # 9

Moved by B. Bailey, seconded by J. Carmody, that the meeting of
22 February 2021 be adjourned at 5:25 pm.

Carried.



G. Serviss, Chairperson



B. Bailey, Secretary

22 March 2021
Date