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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, 25 October, 2021**

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

Attendance: J. Carmody, G. Serviss, B. Bailey, A. Turcotte, S. Lehnen,
D. Hunton, M. McCaw, L. Worobec.

Mayor B. Sweet

The Land Acknowledgement is read for the first time at the Petawawa Library Board meeting.

Approval of Agenda:

Motion # 1

Moved by D. Hunton, seconded by S. Lehnen that the agenda for 25 October 2021 Library Trustee Board meeting be accepted as presented.

Carried.

Conflict of Interest: nil

Library Board Minutes:

Motion # 2

Moved by J. Carmody, seconded by A. Turcotte that the minutes of the 27 September, 2021 Library Trustee Board meeting be accepted as presented.

Carried.

Financial Statement for July 2021

Motion # 3

Moved by B. Bailey, seconded by M. McCaw that the financial statement for the period ending 30 September, 2021 and payment of accounts reflected therein be approved as submitted with expenditures of \$73,421.79.

Carried

CEO and Outreach Technician Report

L. Worobec presented and elaborated on the CEO and the Community Outreach reports for September 2021.

The response for laminating vaccine cards has been good and appreciated.

Regarding the grant for additional French books – L. Worobec will check to see if this is an annual grant

Motion #4

Moved by A. Turcotte, seconded by S. Lehnen that the CEO and Outreach Technician's Reports for September 2021 be accepted as presented.

Carried.

Old Business:

Motion #5

Moved by J. Carmody, seconded by D. Hunton, that GOV-09 – Meetings of the Board policy with the addition of electronic meeting protocols be accepted as presented.

New Business: There was discussion about the budget adjustments. Payroll includes new hire and benefit increases for staff reaching step I.

The new front desk is still in the preliminary budget.

There are presently 53 hours of service each week in the library. There was discussion about the cost for opening 1-4 pm on Sundays. With cleaning and staff costs, it would be approximately \$15,000 plus per year. It was reiterated that this would be a trial period. Rearranging times during the week is also an option. When Covid slows down and things return to more normal, this will be discussed again.

Branding for the library was discussed. And left with L. Worobec to explore costs and community involvement. Mayor Sweet also suggested that the branding could tie in to the anniversary celebrations for the town.

Mayor Sweet then addressed the Board and was very complimentary in his remarks

Member Input: nil

Next Meeting: 22 November, 2021

Adjournment:


Motion # 6

Moved by M. McCaw, seconded by D. Hunton, that the meeting of
25 October 2021 be adjourned at 5:12 pm.

Carried.



G. Serviss, Chairperson



B. Bailey, Secretary

22 NOV 2021
Date