



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Zoom Meeting of the Petawawa Library Board of Trustees  
Monday, 24 January, 2022**

**Call to Order:** The meeting was called to order at 4:02 pm.

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

The Land Acknowledgment was read

**Approval of Agenda:**

Motion # 1

Moved by D. Hunton, seconded by J. Carmody that the agenda for 24 January 2022 Library Trustee Board meeting be accepted as amended.

Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2

Moved by A. Turcotte, seconded by M. McCaw that the minutes of the 20 December, 2021 Library Trustee Board meeting be accepted as presented.

Carried.

Motion # 3

Moved by D. Hunton, seconded by S. Lehen that the minutes of the 3 January, 2022 Library Trustee Board meeting be accepted as amended.

Carried

**Correspondence:** nil.

## **Financial Statement for December 2021**

Motion # 4

Moved by M. McCaw, seconded by D. Hunton that the financial statement for the period ending December 31, 2021 and payment of accounts reflected therein be approved as submitted with expenditures of \$50,068.10.

Carried.

J. Carmody informed the board that Council had approved a budget increase of 7.5% for the library.

## **CEO and Technician's Report**

L. Worobec presented and elaborated on the reports

Motion # 5

Moved by J. Carmody, seconded by S. Lehnen that the CEO and Technician's report for December 2021 be accepted as presented.

Carried.

**Old Business:** The changes to the HR 19: COVID-19 Vaccination Policy were identified

Motion #6

Moved by J. Carmody, seconded by D. Hunton that HR 19 COVID-19 Vaccination policy be accepted as amended.

Carried

Motion #7

Moved by A. Turcotte, seconded by S. Lehnen that the Community Outreach technician job description be accepted as amended

Carried.

L. Worobec presented an update to the branding and survey results.

The charity account was discussed. A letter to the bank will be prepared in order to have the older members removed and the appropriate members added to the accepted signature list.

## **New Business:**

Motion #8

Moved by J. Carmody, seconded by B. Bailey, that up to \$5100 be approved for website branding improvement with Foil Media.

Carried

L. Worobec presented a draft policy for Circulation – fine free. It was determined that this needs fine tuning and will be presented to the board at the next meeting.

**Motion #9**

Moved by D. Hunton, seconded by J. Carmody that the HR-02 Hiring process policy be approved as amended.

Carried

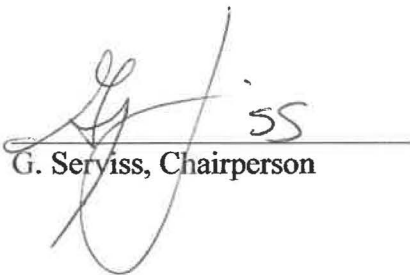
**Member Input:** Nil

**Next Meeting:** 28 February, 2022, 4:00 pm

**Adjournment:** Motion # 10

Moved by A. Turcotte, seconded by S. Lehnen that the meeting of 20 December 2021 be adjourned at 5:58 pm.

Carried.

  
G. Serviss, Chairperson

  
B. Bailey, Secretary

March 28<sup>th</sup>, 2022  
Date *February*