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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, March 23, 2015**

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

Attendance: N. Andrechek, B. Bailey, J. Carmody, N. Chan, E. Chow, S. Scott, G. Serviss, K. Thompson

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by G. Serviss that the agenda for the March 23, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by S. Scott, seconded by N. Andrechek that the minutes of the February 23, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Motion # 3:

Moved by G. Serviss, seconded by J. Carmody that the minutes of the March 9, 2015 Library Trustee Board special meeting be accepted as presented. Carried.

Correspondence: K. Thompson provided information from a letter received for applying for Enabling Accessibility. This round of funding can be up to \$50k; however, the application deadline is April 27th. Several potential items were mentioned, such as the circulation desk, signage or an accessible workstation. However, the deadline may allow only for a small project and will be investigated.

Treasurer's Report: Motion # 4:

Moved by N. Chan, seconded by J. Carmody that the financial statement for the period ending February 28, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$47, 099.39. Carried.

CEO's Report: Question was raised about whether there was feedback regarding the new library hours. Some comments were received regarding Thursday evening closure. However, the Saturday time shift seemed to be positive as there were good numbers of patrons.

Motion # 5:

Moved by S. Scott, seconded by B. Bailey that the CEO's Report of Mar. 23, 2015 be accepted as presented. Carried.

Old Business: a) 2015 Budget discussion:

E. Chow to work with K. Thompson on an extended budget for 2016/2017. This will show that although it will be financially difficult this year that the changes will be sustainable for future years.

New Business: a) New employee evaluations and competencies documents:

The Board requires more time to review the competencies documents. However, if acceptable, the competencies will be attached to the relevant job descriptions in the policy manual.

Direction was provided to K. Thompson that evaluations can be performed based on the draft competencies. Once a procedure manual has been issued, the updated performance appraisal review form should be removed from the appendix of the policy manual and placed into the procedure manual.

b) Removal of Special Collections job description from Policy Manual:

Motion #6:

Moved by N. Chan, seconded by S. Scott that the Special Collection job description be removed from the policy manual. Carried.

c) Acceptance of new job description for Children and Teen Services:

Motion #7:

Moved by S. Scott, seconded by N. Andrechek that the job description for Children and Teen Technician/Programmer be changed as presented. Carried.

d) Approval of edited Hours of Service policy:

Motion #8:

Moved by N. Chan, seconded by N. Andrechek that the Hours of Service Policy be changed as presented. Carried.

Member Input: N. Chan informed the Board members that the recruitment committee will be having their first meeting on March 30 and that the members are welcome to be members of the committee.


Next Meeting: April 27, 2015

Adjournment: Motion # 9:

Moved by N. Chan, seconded by S. Scott that the meeting of
Mar. 23, 2015 be adjourned at 6:15 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

April 27, 2015
Date