



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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Minutes of the Meeting of the Petawawa Library Board of Trustees

Wednesday, January 23, 2013

Call to Order: The meeting was called to order at 3:06 pm.

Attendance: E. Chow, T. Sabourin, C. Higgins, J. Carmody, J. Gardner, N. Chan,

K. Thompson

Regrets: B. Almon Felhaber

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by T. Sabourin that the agenda for the January 23, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by C. Higgins, seconded by N. Chan that the minutes of the December 12, 2012 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: a) A letter was received from the Ministry of Tourism, Culture and Sport indicating that the operating grant of \$45 008 which includes the pay equity grant of \$22 116 has been approved and deposited into the bank.

b) A letter of resignation was received from the student page and accepted with regret. The Board sends best wishes to him in his future endeavours.

Treasurer's Report: Questions regarding audit expenses will be clarified by the auditor for the next meeting. The CEO will check into the library's insurance to see if we are included in the Town's insurance or entirely separate. The CEO will send out preliminary budget scenarios to Board members before the financial committee examines them.

Motion # 3:

Moved by N. Chan, seconded by J. Carmody that the financial statement for the

period ending December 31, 2012 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 49 574.08. Carried.

CEO's Report: Motion # 4:

Moved by T. Sabourin, seconded by J. Gardner that the CEO's Report of January 2013 be accepted as amended.

Outstanding Business: Changes to the 2013 financial statements and statistics is an ongoing process. Changes, if any, will be made at budget time.

New Business: a) Proctoring – Motion # 5:

Moved by T. Sabourin, seconded by J. Gardner that the Library Board adopt the proctoring policy as amended. Carried.

b) Personnel Policies – Motion # 6:

Moved by J. Carmody, seconded by C. Higgins that the Statutory Holidays policy be accepted as amended and the Breaks, Accumulation of Hours, Compassionate Leave and Special Closures Policy be accepted as presented. Carried.

c) Board Members Volunteer Hours – Board members must submit their hours to the Financial Librarian each month.

Closed Meeting: Motion # 7:

Moved by T. Sabourin, seconded by J. Gardner that we enter into a closed meeting at 4:40 pm. Carried.

Motion # 8:

Moved by C. Higgins, seconded by J. Carmody that the Board come out of closed session at 5:07 pm. Carried.

Member Input: The secretary will be absent for the next meeting. T. Sabourin offered to take the minutes at that time.

Motion # 9:

Moved by J. Gardner, seconded by T. Sabourin that the Library Board meeting for February be moved to March 6, 2013 due to the absence of several members in February. Carried.

Next Meeting: Wednesday, March 6, 2013.

Adjournment: Motion # 10:

Moved by C. Higgins, seconded by N. Chan that the meeting of January 23, 2013 be adjourned at 5:14 pm. Carried.


E. Chow, Chairperson


C. Higgins, Secretary

July 28, 2013

Date



Motion # 1

Agenda Motion Form

Date: Wed. Jan. 23, 2013

Moved by: [Signature]
Seconded by: Sheree Selman

That the agenda for the Jan. 23, 2013 Library Trustee Board meeting be accepted as presented.

Chairperson: [Signature]

Declaration of a conflict of interest:
I, _____, wish to declare a conflict of interest in
the matter of:

Signature: _____

Recorded Vote:	For	Against
_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # 2

Minutes Motion Form

Date: Wed. Jan. 23, 2013

Moved by: Barbara Hopewell
Seconded by: Michelle O'Neil

That the minutes of the Nov. 12, 2012 Library Trustee Board meeting be accepted as presented.

Chairperson: [Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote: For Against



Motion # 3

Financial Statement Motion Form

Date: Wed. Jan. 23, 2013

Moved by:

Michelle

Seconded by:

[Signature]

That the financial statement for the period ending Dec. 31, 2012
and payment of accounts reflected therein be approved as submitted with expenditures
of \$ 49,544.08

Chairperson:

[Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in

the matter of :

Signature: _____

Recorded Vote:

For

Against

_____	_____
_____	_____
_____	_____
_____	_____



Motion # 4

CEO's Report Motion Form

Date: Wed, Jan 23, 2013

Moved by:

Sharon Salzman

Seconded by:

ST

That the CEO's Report of January 2013 be accepted as presented. amended

Chairperson

[Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
The matter of : _____

Signature: _____

Recorded Vote:

For

Against

_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # 5

Standard Motion Form

Date: Wed. Jan. 23, 2013

Moved by: Shereen Sabourin

Seconded by: BSL

That we adopt the Practising Policy
as amended

Chairperson: BSL

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote:	For	Against
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROCTORING POLICY

Intent

The Petawawa Public Library endeavours to provide exam proctoring to students when requested, in keeping with part of the Library's mission to provide services which address the educational needs of the community.

Regulations

1. Examination proctoring is subject to the availability of authorized staff and resources.
2. Fee for the service is \$30 per exam. The library will accept no out-of-pocket expenses. Any costs for proctoring, copying, postage etc. are the responsibility of either the exam writer or the issuing institution and must be paid prior to the exam being released.
3. Library premises may be used for the writings of the examinations provided the conditions set by the issuing institution or agency can be met without undue disruption to the library's normal functions, and within normal working hours of the authorized proctor.
4. All exam-writing conditions must be received from the issuing institution prior to the scheduled exam date and be assessed for suitability of proctoring by the Library, before any exams are taken. The Library will not proctor if conditions cannot be met.
5. Information provided by the student is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act R.S.O 2002 Chapter M.56.*

Procedures

1. All exams must be sent to the Petawawa Public Library.
2. Students must contact the Library to arrange a time to complete their exam. A minimum of two weeks advance notice is required.
3. Students taking the exams are responsible for ensuring that all examination requirements have been met and all exams have been received by the library prior to taking the exam.
4. Students must show picture identification before receiving the exam.
5. Exams requiring the use of computers shall be written on public computers. Computers must be reserved in advance.
6. Re-scheduling of appointments is subject to the Library's approval.
7. Exams received by the Library, but not completed by the student within 30 days will be returned to the issuing institution.



Motion # 6

Standard Motion Form

Date: Wed. Jan. 23, 2013

Moved by:

[Signature]

Seconded by:

Leahy

That

the statutory holidays policy be ~~am~~ accepted
as amended and the breaks, accumulations
of hours, compassionate leave, special
leaves, ^{accepted} as presented
policy

Chairperson:

[Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote:

For

Against

_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # 7

Standard Motion Form

Date: Wed. Jan. 23, 2013

Moved by: Shirlea Sabourin

Seconded by: RS

That we enter into a closed session @ 4:40 pm

Chairperson: RS

Declaration of a conflict of interest:
I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote:	For	Against
_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # P

Standard Motion Form

Date: Wed. Jan. 23, 2013

Moved by: Laddy Shapiro

Seconded by: [Signature]

That the ~~chairperson~~ Board come out of
closed session at 5:07 pm

Chairperson: [Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote:

For

Against

_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # 9

Standard Motion Form

Date: Wed Jan. 23 2013

Moved by: EST
Seconded by: Shereea Bahrudin

That the Library Board meeting for Feb. be moved to March 6, 2013 due to ^{depression} ~~short~~ of members present for Feb.

Chairperson: EST

Declaration of a conflict of interest:
I, _____, wish to declare a conflict of interest in
the matter of : _____

Signature: _____

Recorded Vote:	For	Against
_____	_____	_____
_____	_____	_____
_____	_____	_____



Motion # 10

Adjournment Motion Form

Date: Wed. Jan. 23, 2013

Moved by: Leahy Higgins

Seconded by: Nichols

That the meeting of Jan. 23, 2013 be adjourned at 5:14pm

Chairperson: [Signature]

Declaration of a conflict of interest:

I, _____, wish to declare a conflict of interest in
the matter of: _____

Signature: _____

Recorded Vote:

For

Against



CEO's REPORT December 2012/January 2013

Special Programs and Displays:

- Local artist has display in hallway case until end-January
- Friend of the Library running a "Candy grams for the Troops" fundraiser
- First family movie night is now accepting registration. We can do this because of our newly acquired movie license.

Workshops and Meetings:

- M. Jacques participated in several VITA webinars dealing with object management, newspaper content management, photo essays and data management
- S. Cooper participated in webinar on junior non-fiction collection development.
- L. Tweedie, M. Jacques and E. Malins attending training on the new telephone system at the Town Hall. L. Tweedie also attended Administrator training
- K. Thompson completed "Collection Management" course and has begun an "Information Access and Resources" course

Correspondence:

- Ministry of Tourism, Culture and Sport acknowledging approval of Public Library Operating and Pay Equity grants for 2012.
- Resignation letter from student page.

Statistics for December 2012:

- 6,955 materials circulated In the month of December
- 4753 Website visits
- 1169 database searches performed
- 490 eBooks signed out
- 328 people participated in adult programs
- 300 people participated in Children's programs

Grants and Subsidies:

- Municipal subsidy of \$43,293.12 received for December
- Public Library Operating ~~and Pay Equity grants for 2012~~ in the amounts of \$45,008 and \$22,116 respectively received ~~January 9, 2013~~. Grant of \$45 008 which includes the pay equity grant of \$22 116 has been approved and deposited into the bank.

Miscellaneous:

- New telephone system is up and running. Still adjusting.
- New library cards are now being issued.
- The student page position has been posted and deadline is January 23, 2012.
- Boyz will be Boyz event very successful with 25 boys participating.
- Wonderful feedback re: Volunteer Appreciation
- Class visits continue to be popular.

Petawawa Public Library Statistics 2012

Fourth Quarter – Oct, Nov., Dec.

YEAR	2012	2011	2010
Total Circulation	25,738	25,085	24,574
Internet Hours	255	1200	1477
Children's Programs – Attendance (Children and Adults)	1,157	1,138	958
Adult Programs - Attendance	417	-	15
Interlibrary Loan requests by library patrons	213	271	255
Interlibrary Loan requests from other libraries	569	699	462

Petawawa Public Library Policy Manual

Date approved : 26 October 2006

Board motion number: 5

Breaks

Accumulation of Hours

Compassionate Leave

Special Closures

Intent

The Board must ensure compliance with the *Employment Standards Act* regarding meal breaks.

Regulations

The *Employment Standards Act* states that an employer shall give an employee an eating period of at least 30 minutes at intervals that will result in the employee working no more than five consecutive hours without an eating period. This does not apply if the employer and the employee agree, whether or not in writing, that the employee is to be given two eating periods that together total at least 30 minutes in each consecutive five-hour period. An employer is not required to pay an employee for an eating period in which work is not being performed unless his or her employment contract requires such payment.

Procedures

Breaks

1. Up to one unpaid hour shall be allowed for all employees for meals in a 7 ½ or 8 hour day.
2. A meal break is the employee's own time and he/she is not paid for this time.
3. At the discretion of the employer a break period not exceeding 15 minutes shall be given to each employee working 4 hours or more.

Accumulation of Hours

Employees members, full- and part-time, may with good reason and approval by the CEO accumulate the equivalent of one work-week. Approval must be obtained in advance to use these accumulated hours.

Compassionate Leave

1. Up to three (3) days absence without loss of pay will be granted in the event of the death of an immediate family member. Immediate family includes: brother, sister, mother, father, stepmother, stepfather, father-in-law, mother-in-law, son, daughter, stepson, and stepdaughter.
2. One (1) day absence without loss of pay will be granted in the event of a death of distant family member. Distant family includes: grandparent, grandson, granddaughter, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.
3. Bereavement days do not include regular weekend days off.

Special Closures

1. Emergency closures due to power failure or weather : Employees will be paid for normal scheduled hours.
2. Saturday closures of long weekends : Part-time employees will be required to make up the time they are scheduled to work.
3. Early closures (i.e. Christmas Eve, New Year's Eve) : Part-time employees will be required to make up the time they are scheduled to work. Full-time employees will be paid for the time normally worked on that weekday, providing they have worked a minimum of three (3) hours prior to early closure.

Date approved : 26 October 2006

Board motion number: 5

Petawawa Public Library Policy Manual

Date approved : 26 October 2006

Board motion number: 5

Statutory Holidays

Intent

The Petawawa Public Library Board must ensure compliance with the *Employment Standards Act of Ontario* regarding statutory holidays.

Regulations

The *Employment Standards Act of Ontario* states that full-time and part-time employees are entitled to nine (9) public holidays with pay (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day).

The Municipal Act enables a municipality to declare a civic holiday, usually the first Monday in August. Full-time and part-time employees are entitled to this public holiday with pay.

Procedures

1. Each employee of the library is entitled to the following holidays with full pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day. In addition the library will be closed for Easter Monday, the August civic holiday and Remembrance Day.
2. When the library observes a holiday on a day when an employee is not normally expected to work, a compensating day shall be arranged.
3. Where such a holiday falls within the annual vacation period of an employee, the employee shall have earned an additional day of vacation which may be taken at a mutually agreed upon time.

Petawawa Public Library Policy Manual

Date approved : 26 October 2006

Board motion number: 5

Statutory Holidays

Intent

The Petawawa Public Library Board must ensure compliance with the *Employment Standards Act of Ontario* regarding statutory holidays.

Regulations

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The Municipal Act enables a municipality to declare a civic holiday, usually the first Monday in August. Full-time and part-time employees are entitled to this public holiday with pay.

Procedures

1. Each employee of the library is entitled to the following holidays with full pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day. In addition the library will be closed for Easter Monday, the August civic holiday and Remembrance Day.
2. For each of the Saturdays occurring during a traditional long weekend the Library will be closed, and staff will not be paid. These long weekends are the following: Easter, Victoria Day, August civic holiday, Labour Day and Thanksgiving Day.
3. When the library observes a holiday on a day when an employee is not normally expected to work, a compensating day shall be arranged.
4. Where such a holiday falls within the annual vacation period of an employee, the employee shall have earned an additional day of vacation which may be taken at a mutually agreed upon time.

Regulations

The *Employment Standards Act of Ontario* states that full-time and part-time employees are entitled to nine (9) public holidays with pay (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day).

The Municipal Act enables a municipality to declare a civic holiday, usually the first Monday in August. Full-time and part-time employees are entitled to this public holiday with pay.

Procedures

6-7. Each employee of the library is entitled to the following holidays with full pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day. In addition the library will be closed for Easter Monday, the August civic holiday and Remembrance Day.

7-8. When the library observes a holiday on a day when an employee is not normally expected to work, a compensating day shall be arranged.

8-9. Where such a holiday falls within the annual vacation period of an employee, the employee shall have earned an additional day of vacation which may be taken at a mutually agreed upon time.

Date amended: March 28, 2012

Board motion number: 7

Vacation Leave

Intent

The Petawawa Public Library Board recognizes the benefits of well-rested employees, both for the well-being of the individual as well as the institution.

Regulations

The *Ontario Employment Standards Act, 2000*, shall be the guiding regulation for the allocation of vacation leave to employees.

Procedures

9-10. To assist the ease of record keeping and to achieve standardization, the leave year will cover that period from the first of January to the thirty-first of December of the same year.

11. Earned vacation time is remaining; it must be used by March 31 of the following year.

Employees are encouraged to use their full allocation of annual leave in the Leave Year for which it was earned. However, any special circumstances requiring an employee to carry forward leave shall be approved by the CEO and for the CEO shall be approved by the Board of Trustees.

~~10-12.~~ If we are going to allow any employee to carry forward leave, then we should have a cap on it. yes 1 work week

~~11-13.~~ Length of annual vacation with pay for full time employees shall be as follows:

1 - 9 years	-	15 working days with pay
10 years	-	20 working days with pay
15 years	-	25 working days with pay
20 years	-	30 working days with pay

~~12-14.~~ Part time employees receive pro-rated time off and vacation pay at the rate noted in the schedule below:

1 - 9 years	6%
10 years	8%
15 years	10%
20 + years	12%

~~13-15.~~ Casual, term and contract employees shall receive 4% vacation pay, payable each pay period.

~~14-16.~~ Vacations will be granted by priority (seniority going first, second, etc.) Summer vacations will be two weeks to allow everyone to have holidays during June, July, and August. A third week may be requested, pending the approval of the CEO. Unpaid holidays will not be granted during June, July, and August or during the Christmas holidays. They are at the discretion of the CEO during the rest of the year. They must be submitted by April of the current year.

Appendix

Leave Request Form

see PER - Appendix O

Date amended: December 14, 2011

Board motion number: 4

Sick Leave

Intent

In recognition of short term illness and to ensure that employees do not pass airborne illnesses or viruses within the library team or to patrons, sick leave is provided to all full-time and part-time employees.

Regulations

~~15-17.~~ Permanent employees shall be entitled to a maximum of 10 sick days per year, non-cumulative from year to year. A maximum of 2 of these total 10 days are permitted to be used for mental health leave which is designed as a psychological break to allow employees to take care of

their mental health well-being. There will be no financial compensation for unused sick leave days.

Procedures

- | 16-18. Sick leave is calculated from the commencement of employment but not granted until after the probationary period. Sick leave allocation shall be pro-rated.
- | 17-19. Leave request forms must be completed for all absences and submitted to the respective supervisor within 2 days of return to work.
- | 18-20. A medical certificate is required for any absence of three (3) or more consecutive days due to illness.
- | 19-21. Sick leave converts to short term disability after seven (7) consecutive calendar days. Employees and their respective supervisors are required to adhere to the policy coverage requirements as defined in the Manulife Insurance policy.

Cross-refer: Disability Policy

Appendices

Leave Request Form
Medical Certification

see PER – Appendix O
see PER – Appendix P

Date amended: December 14, 2011

Board motion number: 4

Disability Leave

Intent

To minimize undue hardship to an employee and to library operations, the Board is providing coverage for short and long-term disability for all full-time employees. Grandfather protected employees as of July 2011 revision to employee status for full-time employees.

Regulations

20-22. Based on the disability insurance provider, Manulife Insurance, after 7 consecutive calendar days, sick leave converts to Short Term Disability (Weekly Income) to a maximum of 17 weeks, after which time the coverage extends to Long Term Disability

Procedures

- | 21-23. In the case of a both short and long-term disability, procedures as outlined in the Manulife Benefits policy must be followed by both the employee and the employer and the immediate supervisor.
- | 22-24. Employees who are on short- term disability shall continue to have their premiums (dental, extended health care and life insurance) paid 100% by the employer.
- | 23-25. Employees who have been extended long-term disability shall have their premiums (dental, extended health care and life insurance) paid 100% by the employer for a period of 2 years from the commencement of short term disability and after reaching this 2 year period, the employer/employee relationship shall be terminated.

Leave Request Form

NAME _____

LEAVE DATES REQUESTED _____ TO _____

ANNUAL LEAVE (number of days) _____

LEAVE WITHOUT PAY (number of days) _____

SICK LEAVE (number of days/Medical Cert) _____

BEREAVEMENT LEAVE (UP TO 3 DAYS) _____

BANKED _____ DAYS / _____ HOURS

DATED _____ SIGNATURE _____

LEAVE APPROVED BY _____ DATED _____

PER – Appendix P

Medical Certification

Dear Doctor:

Please complete the physician's certification below and return "Confidentially" to the CEO at the above address.

NAME OF EMPLOYEE _____

POSITION _____

ADDRESS _____

Is the above named person able to perform the duties of his/her position?

YES NO

If NO, what are the limitations?

Date: _____

Signature: _____

Date approved : 26 October 2006

Board motion number: 5

**Pregnancy Leave
Parental Leave
Family Medical Leave**

Intent

The Petawawa Public Library Board acknowledges and adopts the policy for Pregnancy Leave, Parental Leave and for Family Medical Leave as outlined by the *Ontario Employment Standards Act, 2000*, at time of printing. Consult the on-line resource for updates.

Pregnancy Leave

Pregnancy leave

46. (1) A pregnant employee is entitled to a leave of absence without pay unless her due date falls fewer than 13 weeks after she commenced employment. **2000, c. 41, s. 46 (1).**

When leave may begin

- (2) An employee may begin her pregnancy leave no earlier than the earlier of,
- (a) the day that is 17 weeks before her due date; and
 - (b) the day on which she gives birth. **2000, c. 41, s. 46 (2).**

Exception

(3) Clause (2) (b) does not apply with respect to a pregnancy that ends with a still-birth or miscarriage. **2000, c. 41, s. 46 (3).**

Latest day for beginning pregnancy leave

(3.1) An employee may begin her pregnancy leave no later than the earlier of,

- (a) her due date; and
- (b) the day on which she gives birth. **2001, c. 9, Sched. 1, s. 1 (10).**

Notice

(4) An employee wishing to take pregnancy leave shall give the employer,

- (a) written notice at least two weeks before the day the leave is to begin; and
- (b) if the employer requests it, a certificate from a legally qualified medical practitioner stating the due date. **2000, c. 41, s. 46 (4).**

Notice to change date

(5) An employee who has given notice to begin pregnancy leave may begin the leave,

- (a) on an earlier day than was set out in the notice, if the employee gives the employer a new written notice at least two weeks before that earlier day; or
- (b) on a later day than was set out in the notice, if the employee gives the employer a new written notice at least two weeks before the day set out in the original notice. **2000, c. 41, s. 46 (5).**

Same, complication, etc.

(6) If an employee stops working because of a complication caused by her pregnancy or because of a birth, still-birth or miscarriage that occurs earlier than the due date, subsection (4) does not apply and the employee shall, within two weeks after stopping work, give the employer,

- (a) written notice of the day the pregnancy leave began or is to begin; and
- (b) if the employer requests it, a certificate from a legally qualified medical practitioner stating,
 - (i) in the case of an employee who stops working because of a complication caused by her pregnancy, that she is unable to perform the duties of her position because of the complication and stating her due date,

(ii) In any other case, the due date and the actual date of the birth, still-birth or miscarriage. **2000, c. 41, s. 46 (6).**

End of pregnancy leave

47. (1) An employee's pregnancy leave ends,

- (a) if she is entitled to parental leave, 17 weeks after the pregnancy leave began;
- (b) if she is not entitled to parental leave, on the day that is the later of,
 - (i) 17 weeks after the pregnancy leave began, and
 - (ii) six weeks after the birth, still-birth or miscarriage. **2000, c. 41, s. 47 (1).**

Ending leave early

(2) An employee may end her leave earlier than the day set out in subsection (1) by giving her employer written notice at least four weeks before the day she wishes to end her leave. **2000, c. 41, s. 47 (2).**

Changing end date

(3) An employee who has given notice under subsection (2) to end her pregnancy leave may end the leave,

- (a) on an earlier day than was set out in the notice, if the employee gives the employer a new written notice at least four weeks before the earlier day; or
- (b) on a later day than was set out in the notice, if the employee gives the employer a new written notice at least four weeks before the day indicated in the original notice. **2000, c. 41, s. 47 (3).**

Employee not returning

(4) An employee who takes pregnancy leave shall not terminate her employment before the leave expires or when it expires without giving the employer at least four weeks' written notice of the termination. **2000, c. 41, s. 47 (4).**

Exception

(5) Subsection (4) does not apply if the employer constructively dismisses the employee. **2000, c. 41, s. 47 (5).**

Parental Leave

Parental leave

48. (1) An employee who has been employed by his or her employer for at least 13 weeks and who is the parent of a child is entitled to a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time. **2000, c. 41, s. 48 (1).**

When leave may begin

(2) An employee may begin parental leave no later than 52 weeks after the day the child is born or comes into the employee's custody, care and control for the first time. **2000, c. 41, s. 48 (2).**

Restriction if pregnancy leave taken

(3) An employee who has taken pregnancy leave must begin her parental leave when her pregnancy leave ends unless the child has not yet come into her custody, care and control for the first time. **2000, c. 41, s. 48 (3).**

Notice

(4) Subject to subsection (6), an employee wishing to take parental leave shall give the employer written notice at least two weeks before the day the leave is to begin. **2000, c. 41, s. 48 (4).**

Notice to change date

(5) An employee who has given notice to begin parental leave may begin the leave,

- (a) on an earlier day than was set out in the notice, if the employee gives the employer a new written notice at least two weeks before that earlier day; or
- (b) on a later day than was set out in the notice, if the employee gives the employer a new written notice at least two weeks before the day set out in the original notice. **2000, c. 41, s. 48 (5).**

If child earlier than expected

(6) If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected,

- (a) the employee's parental leave begins on the day he or she stops working; and
- (b) the employee must give the employer written notice that he or she is taking parental leave within two weeks after stopping work. **2000, c. 41, s. 48 (6).**

End of parental leave

49. (1) An employee's parental leave ends 35 weeks after it began, if the employee also took pregnancy leave and 37 weeks after it began, otherwise. 2000, c. 41, s. 49 (1).

Ending leave early

(2) An employee may end his or her parental leave earlier than the day set out in subsection (1) by giving the employer written notice at least four weeks before the day he or she wishes to end the leave. 2000, c. 41, s. 49 (2).

Changing end date

(3) An employee who has given notice to end his or her parental leave may end the leave,

(a) on an earlier day than was set out in the notice, if the employee gives the employer a new written notice at least four weeks before the earlier day; or

(b) on a later day than was set out in the notice, if the employee gives the employer a new written notice at least four weeks before the day indicated in the original notice. 2000, c. 41, s. 49 (3).

Employee not returning

(4) An employee who takes parental leave shall not terminate his or her employment before the leave expires or when it expires without giving the employer at least four weeks' written notice of the termination. 2000, c. 41, s. 49 (4).

Exception

(5) Subsection (4) does not apply if the employer constructively dismisses the employee. 2000, c. 41, s. 49 (5).

Family Medical Leave

Family medical leave

49.1 (1) In this section,

"qualified health practitioner" means a person who is qualified to practise medicine under the laws of the jurisdiction in which care or treatment is provided to the individual described in subsection (3) or, in the prescribed circumstances, a member of a prescribed class of health practitioners; ("praticien de la santé qualifié")

"week" means a period of seven consecutive days beginning on Sunday and ending on Saturday. ("semaine") 2004, c. 15, s. 3.

Entitlement to leave

(2) An employee is entitled to a leave of absence without pay of up to eight weeks to provide care or support to an individual described in subsection (3) if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed. **2004, c. 15, s. 3.**

Application of subs. (2)

(3) Subsection (2) applies in respect of the following individuals:

1. The employee's spouse.
2. A parent, step-parent or foster parent of the employee.
3. A child, step-child or foster child of the employee or the employee's spouse.
4. Any individual prescribed as a family member for the purpose of this section. **2004, c. 15, s. 3.**

Earliest date leave can begin

(4) The employee may begin a leave under this section no earlier than the first day of the week in which the period referred to in subsection (2) begins. **2004, c. 15, s. 3.**

Latest date employee can remain on leave

(5) The employee may not remain on a leave under this section after the earlier of the following dates:

1. The last day of the week in which the individual described in subsection (3) dies.
2. The last day of the week in which the period referred to in subsection (2) ends. **2004, c. 15, s. 3.**

Two or more employees

(6) If two or more employees take leaves under this section in respect of a particular individual, the total of the leaves taken by all the employees shall not exceed eight weeks during the period referred to in subsection (2) that applies to the first certificate issued for the purpose of this section. **2004, c. 15, s. 3.**

Full-week periods

(7) An employee may take a leave under this section only in periods of entire weeks. **2004, c. 15, s. 3.**

Advising employer

(8) An employee who wishes to take leave under this section shall advise his or her employer in writing that he or she will be doing so. **2004, c. 15, s. 3.**

Same

(9) If the employee must begin the leave before advising the employer, the employee shall advise the employer of the leave in writing as soon as possible after beginning it. **2004, c. 15, s. 3.**

Copy of certificate

(10) If requested by the employer, the employee shall provide the employer with a copy of the certificate referred to in subsection (2) as soon as possible. **2004, c. 15, s. 3.**

Further leave

(11) If an employee takes a leave under this section and the individual referred to in subsection (3) does not die within the period referred to in subsection (2), the employee may, in accordance with this section, take another leave and, for that purpose, the reference in subsection (6) to "the first certificate" shall be deemed to be a reference to the first certificate issued after the end of that period. **2004, c. 15, s. 3.**

Leave under s. 50

(12) An employee's entitlement to leave under this section is in addition to any entitlement to leave under section 50. **2004, c. 15, s. 3.**

Date approved : 26 October 2006

Board motion number: 5

Grievances rename to: **Complaints resolution policy**



Conflict

Intent

The Petawawa Public Library Board established a grievance procedure complaints resolution policy to deal with employee complaints of dissatisfaction on the part of employees regarding working conditions; salary; workload or interpersonal conflicts.

Regulations

In the absence of governmental regulations on grievances strict adherence to procedure is required. Why is this here?

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Procedures

In the event of a grievance, the following steps are to be taken:

Conflict

1. The employee discusses the complaint with his/her CEO. Supervisor *Must be advised!*

2. If the problem is unresolved within five (5) working days, the employee submits a written complaint to the CEO. The next level of supervision, with a copy to their supervisor.

Conflict
If the complaint remains unresolved, the employee may submit the complaint, in writing, to the Board. The Board ~~is to~~ **KELLY**. This concerns me because it removes power from the CEO. I believe that if the CEO feels the conflict has been resolved, then there is no reason for it to be brought forward, however, if the employee continues then there should be procedures for the CEO to inform the Board and the Board can make the decision of whether the matter should be brought forward.

5. The employee will be notified, in writing, of the Board's decision on the matter within a ~~reasonable amount of time~~
5-6. Should the employee remain dissatisfied with the Board's decision, he/she may choose to bring the complaint to a higher level (ie. Human rights commission, etc)

*Swort
10 work extend*

Date approved : 26 October 2006

Board motion number: 5

Statutory Holidays

Intent

The Petawawa Public Library Board must ensure compliance with the **Employment Standards Act of Ontario** regarding statutory holidays.

Petawawa Public Library Financial Statement

REVENUES

Prior year surplus/deficit

Operating Funds

Provincial Grant

Municipal Subsidy

Total Operating Funds

Fees & Fines

Fines

Lost/Damaged items

Photocopy

Fax

Public Internet Revenue

Non-Resident Fee

Rotary Room/Lobby Revenue

Total Fees & Fines

Fundraising

Used Books Sale

Cash Donations

Total Fundraising

Other Revenue

Program Revenue

Bank Interest

Pay Equity Funding

Grant Summer Student

Other Provincial Grants

Miscellaneous

Deferred Capital Revenue

Capital Revenue

Total Other Revenue

TOTAL REVENUE

EXPENSES

Administration

Salaries - Staff

Total Payroll Expense

Benefits - Staff

Salary Cost - Summer Student

Office & Material Supplies

Telephone & Fax

Postage

OLC Costs

Internet Access

Webpage

Interest and Service charges

	Current	Budget	%	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Prior year surplus/deficit	42,850.00	43,133.00		-	-	-	-	42,850.00	42,850.00	42,850.00	42,850.00	42,850.00	42,850.00	42,850.00	42,850.00
Operating Funds															
Provincial Grant	-	22,892.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Municipal Subsidy	489,736.99	489,737.00	1.00	37,337.03	37,337.03	37,337.03	37,337.03	37,337.03	43,293.12	43,293.12	43,293.12	43,293.12	43,293.12	43,293.12	43,293.12
Total Operating Funds	489,736.99	555,762.00	0.88	37,337.03	37,337.03	37,337.03	37,337.03	37,337.03	43,293.12	43,293.12	43,293.12	43,203.12	43,293.12	43,293.12	43,293.12
Fees & Fines															
Fines	7,653.25	10,000.00	0.77	876.05	521.90	773.60	886.55	556.50	555.25	473.35	601.25	875.60	219.35	715.35	598.50
Lost/Damaged items	442.20	-	-	13.50	25.00	54.95	12.00	51.45	75.60	44.90	4.95	71.55	15.95	7.00	64.95
Photocopy	649.10	700.00	0.93	40.60	27.50	35.35	86.70	46.00	36.75	32.05	68.25	91.20	11.35	107.15	65.30
Fax	1,739.20	1,450.00	1.20	117.85	108.10	157.50	183.30	172.75	167.10	100.20	149.95	233.25	33.20	181.30	134.70
Public Internet Revenue	2,646.80	2,800.00	0.95	189.95	141.35	233.40	539.90	108.35	242.65	98.70	175.75	251.40	110.50	334.50	220.35
Non-Resident Fee	995.00	1,000.00	1.00	120.00	30.00	90.00	180.00	60.00	20.00	60.00	150.00	105.00	75.00	60.00	45.00
Rotary Room/Lobby Revenue	2,737.50	2,000.00	1.37	139.00	77.00	800.00	414.00	82.00	64.00	-	32.00	272.00	32.00	503.50	322.00
Total Fees & Fines	16,863.05	17,950.00	0.94	1,496.95	930.85	2,144.80	2,302.45	1,077.95	1,161.35	809.20	1,182.15	1,900.40	497.35	1,908.80	1,450.80
Fundraising															
Used Books Sale	2,979.75	3,000.00	0.99	184.80	114.90	165.15	262.50	88.05	956.75	224.00	205.45	205.50	71.90	116.40	383.45
Cash Donations	7,495.00	1,000.00	7.50	-	-	-	2,090.00	-	5,060.00	230.00	-	20.00	-	-	95.00
Total Fundraising	10,474.75	4,000.00	2.62	184.80	114.90	165.15	2,352.50	88.95	6,016.75	454.00	205.45	225.50	71.90	116.40	478.45
Other Revenue															
Program Revenue	4.80	500.00	0.01	-	-	-	-	-	-	4.80	-	-	-	-	-
Bank Interest	653.71	300.00	2.18	45.46	60.40	57.23	64.53	49.44	47.85	71.95	65.88	51.17	32.31	62.85	44.64
Pay Equity Funding	-	22,116.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Grant Summer Student	2,463.00	2,500.00	0.99	-	-	-	-	-	-	-	-	2,463.00	-	-	-
Other Provincial Grants	12,755.00	-	-	-	-	-	-	12,755.00	-	-	-	-	-	-	-
Miscellaneous	11,839.57	600.00	10.73	12.10	13.00	73.35	519.63	10,436.78	645.16	49.00	1.20	42.90	22.90	-	53.55
Deferred Capital Revenue	-	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	60,873.07	26,316.00	2.66	57.56	73.40	130.58	584.16	23,241.22	693.01	125.75	67.08	2,557.07	55.21	62.85	98.19
TOTAL REVENUE	410,201.56	604,028.00	0.68	39,076.34	38,456.18	39,777.56	42,576.14	61,745.15	51,164.23	44,682.07	44,747.80	47,976.09	43,917.58	45,381.17	45,320.56
EXPENSES															
Administration															
Salaries - Staff	276,501.17			20,318.96	20,199.33	22,202.83	22,605.91	36,245.12	22,078.39	21,765.51	21,398.91	21,686.13	31,014.63	21,122.59	19,843.76
Total Payroll Expense	301,422.01	332,495.00	0.91	22,165.44	21,978.25	24,147.12	24,558.20	39,376.38	24,102.89	23,851.29	23,419.66	23,555.84	33,665.01	22,924.89	21,567.04
Benefits - Staff	73,340.20	69,471.00	1.06	5,859.24	5,760.66	4,347.85	5,806.82	6,934.11	5,856.48	6,069.62	5,982.11	4,506.42	6,482.42	8,993.05	6,776.22
Salary Cost - Summer Student	6,003.68	6,500.00	0.92	-	-	-	-	-	1,497.60	2,509.28	1,996.80	-	-	-	-
Office & Material Supplies	4,628.82	3,000.00	1.54	746.65	315.47	390.74	29.48	454.62	292.80	603.38	216.49	42.61	682.67	810.32	60.54
Telephone & Fax	2,946.96	3,300.00	0.89	-	510.37	261.73	-	520.05	276.87	273.94	271.74	-	269.57	562.69	-
Postage	941.27	600.00	1.57	-	67.87	-	-	112.08	276.87	6.26	-	-	84.45	-	317.11
OLC Costs	14,421.19	18,000.00	0.80	-	4,639.76	1,650.55	-	-	-	-	4,266.29	-	1,250.00	-	2,614.59
Internet Access	1,880.64	2,000.00	0.94	-	95.18	218.68	-	409.87	218.68	218.68	218.63	354.35	218.68	94.01	218.68
Webpage	50.88	1,000.00	0.05	-	-	-	-	50.88	-	-	-	-	-	-	-
Interest and Service charges	1.50	-	-	-	-	-	-	1.50	-	-	-	-	-	-	-

Audit	937.30	6,000.00	0.16	-	-	-	-	-	7,937.30	-	-	-	-	-	-	-
Association Dues	1,698.52	750.00	2.26	-	210.00	-	-	-	738.52	-	-	-	-	750.00	-	-
Conference & Training	4,270.96	5,000.00	0.85	-	989.15	50.00	2,925.44	3,169.08	68.64	4,858.94	3,135.00	142.56	-	4,081.22	-	6,177.44
Misc. Board Expenses	1,824.52	500.00	3.65	-	-	-	-	-	-	-	-	-	-	-	-	1,824.52
Total Administration	414,061.21	448,616.00	0.92	28,771.33	34,546.71	31,066.67	33,319.94	51,028.57	40,989.78	28,673.51	29,506.77	27,893.08	42,653.70	38,216.18	27,201.26	
Collection Development & Services																
Books	41,895.45	55,162.00	0.76	2,152.24	1,370.03	3,145.43	3,922.08	2,949.05	2,475.53	8,034.52	1,263.15	843.55	5,896.73	3,194.04	6,549.15	
MARC Records	4,048.67	4,000.00	1.01	310.17	159.36	276.97	546.92	327.54	225.40	405.01	170.03	248.49	521.27	290.94	566.57	
Total Audio-Visual	9,744.26	12,500.00	0.78	1,610.86	838.76	482.96	824.27	898.34	424.96	849.17	701.81	467.67	1,183.48	814.10	647.88	
Periodicals	3,224.70	4,000.00	0.81	61.15	324.48	1,521.98	-	-	580.75	135.83	64.16	22.93	37.60	40.70	458.10	
On-line databases	7,255.15	9,500.00	0.76	-	3,680.04	305.28	-	-	-	1,375.17	-	-	-	-	2,657.86	
Total Programming	5,261.11	5,000.00	1.05	105.58	129.55	51.06	34.96	156.08	288.96	870.82	661.38	260.86	668.65	240.54	1,792.67	
Total Collection & Services	71,429.34	90,162.00	0.79	4,240.00	6,502.22	5,783.68	5,328.23	4,331.91	3,995.60	11,670.52	2,860.53	1,797.64	8,307.73	4,580.32	12,672.23	
Equipment & Furniture																
Equipment & Furniture Purchases	3,739.13	2,000.00	1.87	-	-	264.84	-	-	-	-	-	-	280.54	-	3,193.75	
Computer Software & Maintenance	10,468.84	11,000.00	0.95	-	106.41	457.92	188.26	152.64	15.26	3,849.69	98.71	486.41	614.08	2,166.71	2,163.27	
Equipment Supplies	1,449.76	3,000.00	0.48	140.04	175.23	206.49	263.37	272.02	-	133.99	96.35	-	-	143.14	80.13	
Equipment Rental/Maintenance	2,723.50	2,300.00	1.18	451.99	-	465.41	-	799.13	209.72	167.89	171.96	-	398.90	172.24	175.02	
Total Equipment & Furniture	18,381.23	18,300.00	1.00	592.03	281.64	1,394.66	451.63	1,223.79	194.46	4,151.57	367.02	486.41	1,493.52	2,482.09	5,612.17	
Building																
Insurance	1,647.00	2,050.00	0.80	-	-	-	-	-	-	-	1,647.00	-	-	-	-	
Building Maintenance/Repair	5,077.22	7,200.00	0.71	24.42	244.22	701.33	-	61.06	47.73	1,899.02	189.63	61.06	-	77.34	1,771.41	
Janitorial Services & Supplies	22,874.70	28,000.00	0.82	1,432.42	1,621.39	1,496.12	2,356.75	1,957.83	1,466.56	1,991.44	1,544.20	2,493.56	1,924.08	2,786.30	1,882.16	
Heating	3,008.83	5,000.00	0.60	-	909.86	742.64	413.11	378.20	-	169.11	63.18	-	90.06	77.40	425.11	
Total Building Expenses	32,607.75	42,250.00	0.77	1,456.84	2,775.47	2,940.09	2,769.86	2,397.09	1,514.29	4,059.57	3,744.01	2,554.62	2,015.04	2,921.04	4,078.68	
Other Expenses																
Miscellaneous	2,108.48	1,000.00	2.11	83.00	331.62	79.98	152.82	80.86	0.14	68.20	-	39.64	238.67	561.50	9.74	
Total Other Expenses	2,108.48	1,000.00	2.11	83.00	331.62	79.98	152.82	80.86	0.14	68.20	-	39.64	238.67	561.50	9.74	
Capital Projects																
CP Purchases	14,311.01	700.00	20.44	-	-	-	-	-	-	13,785.59	-	-	-	525.42	-	
Computer Replacement	2,950.44	3,000.00	0.98	-	2,096.57	-	-	-	-	-	-	-	-	853.87	-	
Total Capital Projects	17,261.45	3,700.00	1.67	-	2,096.57	-	-	-	-	13,785.59	-	-	-	1,379.29	-	
Year End Adjustments																
Amortization expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Y/E Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	555,879.83	604,028.00	0.92	35,143.20	46,534.23	41,265.08	42,022.48	59,062.22	46,694.27	62,408.06	46,478.33	32,771.39	54,703.66	50,140.42	43,574.08	
NET INCOME	31,781.04			3,933.14	8,078.05	1,487.52	553.66	2,682.93	4,469.96	17,726.89	1,730.53	15,204.70	10,791.08	4,759.25	4,253.52	

998.75