

Petawawa
Public  **Library**

16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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Minutes of the Meeting of the Petawawa Library Board of Trustees

Wednesday, March 06, 2013

Call to Order: The meeting was called to order at 3:00 pm.

Attendance: E. Chow, T. Sabourin, J. Carmody, J. Gardner, N. Chan, B. Almon-Felhaber, K. Thompson

Regrets: Cathy Higgins

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by N. Chan that the agenda for the March 06 2013 Library Trustee Board meeting be accepted as amended.
Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by T. Sabourin, seconded by J. Gardner that the minutes of the January 23, 2013 Library Trustee Board meeting be accepted as presented.
Carried.

Correspondence: no correspondence this month

Treasurer's Report: J. Gardner questioned when year-end adjustments are done and what they typically incorporate.

Motion # 3:

Moved by B. Almon-Felhaber, seconded by N. Chan that the financial statement for the period ending January 31, 2013 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 39,586.06. Carried.

CEO's Report: Motion # 4:

Moved by J. Carmody, seconded by N. Chan that the CEO's Report of January 2013 be accepted as presented. Carried.

Outstanding Business: none

New Business: a) Budget review and discussion

Theresa reported that development charges earned for 2012 were \$53,117.73 and development charges reinvested into library expansion debt was \$51054.00. with a remaining balance of \$49,885.32. James presented his concerns regarding staffing increases and impact beyond 2013. The salary line is reduced by \$2500.00 and the training/conference line was increased by \$2500 for strategic planning.

Budget Motion #5:

Moved by B. Almon-Felhaber, seconded by J. Gardner that the 2013 preliminary budget as approved by the Board to be presented to Council. Carried.

b) Pay Equity and Wage Grid

The A/CEO was directed to establish a Request for Proposals (RFP) for this review.

c. Fire Safety Policy

The A/CEO reported that the Library received a new copy of the Fire Safety policy for the Civic Centre complex as a whole and will send an electronic copy to the Board members.

d) Facilities Agreement presented as information and will be discussed at the end-March Board meeting.

e) Library Annual Report provided as information

f) The Chair appointed the hiring committee for CEO position consisting of James Carmody, Cathy Higgins, Nick Chan and Ed Chow.

Closed Meeting: Motion # 6:

Moved by T. Sabourin, seconded by J. Carmody that the meeting be closed at 5 p.m. for the purpose of discussion about personal matters about an identifiable individual. Carried.

Motion # 7:

Moved by T. Sabourin, seconded by J. Carmody that the Board come out of closed session at 5:15 pm. Carried.

Member Input: none

Next Meeting: Wednesday, March 27, 2013.

Adjournment: Motion # 8:

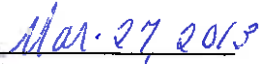
Moved by J. Carmody, seconded by N. Chan that the meeting of March 06, 2013 be adjourned at 5:16 pm. Carried.



E. Chow, Chairperson



T. Sabourin, Recording Secretary



Date

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Petawawa Public Library Financial Statement January 2013	Sub-accounts	Jan-13	Sub-accounts year-to-date	Year-to-date Jan. 2013	Budget 2013	%	Sub-accounts		Sub-accounts year-to-date	Year-to-date Jan. 2012		
67	Periodicals								61.15		61.15	4,000.00	0.02
68	On-line databases								-		-	9,500.00	-
69	Programming Children							105.58		105.58		2,000.00	-
70	Programming Adults											3,000.00	-
71	Total Programming								105.58		105.58	5,000.00	0.02
72	Total Collection & Services								4,240.00		4,240.00	90,162.00	0.05
73	Equipment & Furniture												
74	Equipment & Furniture Purchases											2,000.00	-
75	Equipment & Furniture Maintenance											11,000.00	-
76	Computer Software & Maintenance												
77	Equipment Supplies								140.04		140.04	3,000.00	0.05
78	Equipment Rental/Maintenance								451.99		451.99	2,300.00	0.20
79	Total Equipment & Furniture								592.03		592.03	18,300.00	0.03
80	Building												
81	Insurance											2,050.00	-
82	Building Maintenance/Repair								24.42		24.42	7,200.00	0.00
83	Janitorial Services & Supplies								1,432.42		1,432.42	28,000.00	0.05
84	Heating											5,000.00	-
85	Total Building Expenses								1,456.84		1,456.84	42,250.00	0.03
86	Other Expenses												
87	Miscellaneous								83.00		83.00	1,000.00	0.08
88	Total Other Expenses								83.00		83.00	1,000.00	0.08
89	Capital Projects												
90	CP Purchases											700.00	-
91	Computer Replacement											3,000.00	-
92	Total Capital Projects											3,700.00	-
93	Year End Adjustments												
94	Amortization expenses												
95	Total Y/E Adjustments												
96	TOTAL EXPENSE								35,143.20		35,143.20	604,028.00	0.06
97	NET INCOME								3,933.14		3,933.14		



CEO's REPORT January 2013

Special Programs and Displays:

- Local artist has display in hallway case
- Freedom to Read display in hallway. Freedom to Read Week is February 25-March 3. Display was done by volunteer from Algonquin College

Workshops and Meetings:

- L. Tweedie and S. Cooper attended the Ontario Library Association Conference in Toronto from February 1-4, 2013. Awaiting summaries of attended sessions.
- S. Cooper participated in "Digital Storytime" webinar on Feb. 14th
- D. Godin participated in a refresher webinar for "Overdrive"
- K. Thompson participated in "Library Trends" webinar
- K. Thompson attended VIC meeting
- K. Thompson attended Book Tree meeting

Correspondence:

Statistics for January 2013:

- 8488 materials circulated
- 1550 database searches performed
- 366 eBooks signed out
- 5416 website visits
- 36 people participated in adult programs (there was only 1 program)
- 176 people participated in Children's programs
- 814 people participated in group visits (classes coming to the library, and our librarian going to classes)
- 8040 active members

Grants and Subsidies:

- None for the month of February

Miscellaneous:

- New library cards getting wonderful feedback from patrons.
- New student page is Sydney Gen.
- Class visits (both coming to the library and requesting library staff visit classrooms) are steadily increasing.

- March Break programs are already almost full, with several sessions being repeated to accommodate demand. Rock the Arts, a puppet group from Ottawa will be putting on a show.
- Part of Tourist Destination Development Committee project is to begin an "I Love Petawawa" campaign. T-shirts are available for purchase. Board Members may wish to order t-shirts and it would be nice if staff could also participate.
- Council has approved the Civic Centre/Library Hallway as a pilot project location for the Visitor Information Centre.
- Girl's Junior Olympic Team from Sweden is having practices at the Civic Centre. The Library has been asked to support this event through displays and possible class visits.
- Library has been approached by "Our Lady of Sorrows" school to support their bid for an Outdoor Classroom through Majesta's Tree of Knowledge competition. The school is a finalist in the competition. I agreed that we can use a training computer set up with a small display to allow people to vote for the school.
- The Library has also been a drop off for the "Name the New School" ideas. I was approached by the Public Board and asked that the library have forms available for the community and to allow forms to be dropped off as well.
- Tami Sylvestre will be attending the end-March Board Meeting re: the library's 2012 figures.
- Kelly Williams will be attending the end-March Board Meeting to discuss the Facilities Agreement.
- Storytime Supreme has been going great, with visits from the Health Unit and the Fire Dept. Multiple requests have been made by patrons to continue the program and run more sessions.

Some Good News from Our Circulation Staff:

Comment 1:

Children's programs are booming, filling up very quickly and long waiting lists. Also the library has become very busy. It used to be that there were certain days that were bustling, but now it's just always buzzing with people. Just the other day a grandmother here with her family from Kingston for hockey was saying we had such a large children's collection, even bigger than her library's in Kingston. Then she said the only thing they don't have is a book sale, that's too bad. So I showed her where it was and she was even more impressed. We are always getting wonderful compliments on our library. People are always coming into our library from the rink side of the building now, we must look very inviting and that's a good thing!

Comment 2:

I had a gentleman come to the counter and say: "My wife and I just moved to Deep River as we just got married. She works on the base. We will be taking out a membership tonight as we just love this library!" I showed him the new cards and he said they were great as he could keep one half and give his wife the other.