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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, March 27, 2013**

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

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

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by J. Gardner that the agenda for the March 27, 2013 Library Trustee Board meeting be accepted as presented. Carried

Conflict of Interest: nil

Minutes: Motion #2:

Moved by T. Sabourin, seconded by J. Gardner that the minutes of the March 6, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: a) A letter was received from the Ministry Responsible for Seniors about the annual Senior Achievement Award. The deadline for submissions is June 15th.
b) A letter was received from the Petawawa legion asking for a donation towards their Cenotaph Project. The request was denied.

Treasurer's Report: Motion # 3:

Moved by B. Almon Felhaber, seconded by C. Higgins that the financial statement for the period ending Feb. 28, 2013 and payment of accounts reflected therein be approved as submitted with expenditures of \$50 497.04. Carried.

Auditor's Report: Tami Sylvestre of Welch LLP Chartered Accountants presented a summary of the auditor's report for 2012. The news was quite positive as we seem to be generally on the right track as we move ahead to 2013.

Motion # 4:

Moved by B. Almon Felhaber, seconded by N. Chan that the Auditor's Report for the Petawawa Library for the year ending Dec. 31, 2013 be accepted as presented. Carried.

Closed Meeting: Motion #5:

Moved by T. Sabourin, seconded by J. Gardner that the Board enter a closed session at 3:25 pm to deal with an issue regarding an identifiable individual. Carried.

Motion # 6:

Moved by C. Higgins, seconded by N. Chan that the minutes for the closed meetings on Sept. 26, 2012, March 6, 2013 and Jan. 23, 2013 be accepted as amended. Carried.

Motion # 7:

Moved by C. Higgins, seconded by J. Gardner that the Library Board come out of closed session at 5:10 pm. Carried.

Hiring Committee Report: Motion #8:

Moved by J. Carmody, seconded by N. Chan that in consideration of the fact that the Deputy CEO position is not intended to be a long term replacement for the CEO, the CEO hiring committee, on the advice of an HR professional, recommends that a CEO be hired on a contract basis until such time as the LTD requirements of the Board have been met. Carried.

Adjournment: Motion #9:

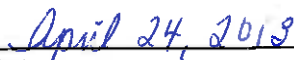
Moved by T. Sabourin, seconded by J. Carmody that the meeting of March 27, 2013 be suspended at 5:20 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary



Date

Petawawa Public Library Financial Statement February 2013

REVENUE

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 & Services

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

Sub-accounts	Feb-13	Sub-accounts year-to-date	Year -to-date Feb. 2013	Budget 2013	%	Feb-12	Year-to-date		
							Feb. 2012	Budget 2012	%
			42,850.00	42,850.00				43,133.00	
			22,892.00	22,892.00				22,892.00	
	43,293.12		86,586.24			37,337.03	74,674.06	489,737.00	0.15
	43,293.12		109,478.24			37,337.03	74,674.06	555,782.00	0.13
	801.60		904.35	7,000.00	0.13	521.80	1,397.95	10,000.00	0.14
	34.00		110.00			25.00	38.50		
	75.95		84.85	700.00	0.12	27.50	68.10	700.00	0.10
	185.95		217.20	1,800.00	0.12	108.10	225.95	1,450.00	0.18
	284.15		302.70	2,800.00	0.11	141.35	331.30	2,800.00	0.12
	180.00		180.00	1,000.00	0.18	30.00	150.00	1,000.00	0.15
	234.00		384.00	2,500.00	0.15	77.00	216.00	2,000.00	0.11
	1,785.65		2,183.20	15,800.00	0.14	930.85	2,427.80	17,950.00	0.14
	425.55		471.80	3,652.46	0.13	114.90	299.70	3,000.00	0.10
	100.00		100.00	1,000.00	0.10			1,000.00	0.00
	525.55		571.80	4,652.46	0.12	114.90	299.70	4,000.00	0.07
	93.34		93.34	1,000.00	0.09			500.00	0.00
	77.50		123.53	500.00	0.25	60.40	105.86	300.00	0.35
			22,116.00	22,118.00	1.00			22,116.00	0.00
				2,400.00	0.00			2,500.00	0.00
	1,425.25		1,825.25	500.00	3.65	13.00	25.10	600.00	0.04
								300.00	0.00
	1,596.09		24,156.12	26,516.00	0.91	73.40	130.96	26,316.00	0.00
	47,200.41		179,241.36	620,546.57	0.28	38,456.18	77,532.52	604,028.00	0.13

Petawawa Public Library Financial Statement February 2013

EXPENSE

Administration

EHT Expense

WSIB Expense

Sub-accounts	Feb-13	Sub-accounts year-to-date	Year -to-date Feb. 2013	Budget 2013	%	Feb-12	Year-to-date		
							Feb. 2012	Budget 2012	%
309.43		606.03		297.48			596.25		
71.81		140.65		69.06			138.41		

Salaries - Staff	21,055.77		41,303.29				20,199.33		40,518.29		
CPP Expense	874.32		1,714.71				897.06		1,858.09		
EI Expense	550.91		1,080.35				515.32		1,032.65		
Total Payroll Expense											
Benefits - Staff											
Salary Cost - Summer Student											
Office & Material Supplies											
Telephone & Fax											
Postage											
OLC Costs											
Internet											
Webpage											
Interest and Service charges											
Audit											
Association Dues											
Conference & Training											
Misc. Board Expenses											
Total Administration											
Collection Development & Services											
Books											
MARC Records											
AV - Talking Books											
AV - Videos/DVDs											
AV - CDs (Music)											
AV - CD-ROMs											
AV - Other (kits)											
Total Audio-Visual											

Petawawa Public Library Financial Statement February 2013

Sub-accounts	Feb-13	Sub-accounts year-to-date	Year-to-date		Budget 2013	%	Feb-12	Year-to-date		
			Feb. 2013	Feb. 2013				Feb. 2012	Feb. 2012	
Periodicals	331.74		592.51	3,250.00	0.18	324.48		385.63	4,000.00	0.10
On-line databases	30.00		3,082.81	7,500.00	0.41	3,680.04		3,680.04	9,500.00	0.39
Programming Children										
Programming Adults			522.15			129.55		235.13	2,000.00	0.00
Programming			128.86			-		-	3,000.00	0.00
Total Programming			651.01	5,500.00	0.12	129.55		235.13	5,000.00	0.05
Total Collection & Services Equipment			17,533.39	73,250.00	0.24	6,502.22		10,742.22	90,162.00	0.12
Computer Software & Maintenance			244.22	11,000.00	0.02	106.41		106.41	11,000.00	0.01
Equipment Supplies			230.34	1,500.00	0.15	175.23		315.27	3,000.00	0.11
Equipment Rental/Maintenance			444.75	3,000.00	0.15	-		451.99	2,300.00	0.20
Total Equipment			919.31	15,500.00	0.06	281.64		873.67	16,300.00	0.05

