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**Minutes of the Special Meeting of the Petawawa Library Board of Trustees  
Wednesday, July 10, 2013**

**Call to Order:** The meeting was called to order at 5:00 pm.

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

**Regrets:** J. Gardner

**PAY EQUITY AND WAGE GRID REVIEW**

This meeting was called to discuss the summary and recommendations of the CEO in choosing a company to carry out the pay equity and wage grid review.

The CEO presented the Board with a chart that summarized the quotations of 4 companies that were competing for the job; namely, Cornerstones, Dysart and Jones, Templeman Consulting Group and McDowell Associates. Discussion followed as to the merits of each submission. Several questions arose.

**Q.** E. Chow asked if the companies are evaluating what now exists or what they feel would work better.

**A.** The CEO responded that she would reorganize job descriptions and then the chosen company would evaluate these and offer recommendations if necessary.

**Q.** T. Sabourin asked that a percentage and weighting of the quotations be provided in order to justify a decision.

**A.** K. Thompson responded that generally an RFQ was based on cost alone.

J. Carmody noted that McConnell Associates were 50% over the budget set by the Board and thus they would need a compelling argument to hire that firm since we are dealing with public funds. He said that the Town has used Templeman for many years with much success. This company has a great deal of skill and experience; therefore Templeman can be efficient in a shorter period of time.

B. Almon Felhaber noted that feedback from one Templeman project indicated that the work was adequate but not great and thus the firm would not be asked to do another project.

Discussion followed concerning the differences in cost and time but the concensus was that Templeman was the best choice for our needs.

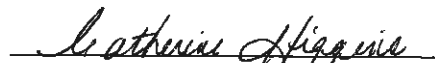
Motion #1:

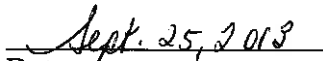
Moved by T. Sabourin, seconded by J. Carmody that the Library engage the firm of Templeman Consulting Group to perform Pay Equity and Wage Grid Review. Carried.

**Adjournment:** Motion #2:

Moved by C. Higgins, seconded by N. Chan that the special meeting of Wednesday, July 10, 2013 be adjourned at 5:40 pm. Carried.

  
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E. Chow, Chairperson

  
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C. Higgins, Secretary

  
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Date