



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 22, 2014**

**Call to Order:** The meeting was called to order at 3:59 pm.

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

**Regrets:** E, Chow, J. Gardner

**Approval of Agenda:** Motion # 1:

Moved by J. Carmody, seconded by N. Chan that the agenda for the January 22, 2014 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by C. Higgins, seconded by B. Almon Felhaber that the minutes of the December 18, 2013 Library Trustee Board meeting be accepted as presented. Carried.

The minutes of the Personnel Committee meeting on December 10, 2013 were presented as information.

**Correspondence:** A thank you card was received from Betty Almon Felhaber for the donation on behalf of the Board in remembrance of her late husband.

**Treasurer's Report:** Due to outstanding bills from the previous calendar year as well as issues with the pay period extending into January, the balance sheet was accepted as information only. A full statement will be presented at the next Board meeting.

**CEO's Report:**

Motion # 3:

Moved by N. Chan, seconded by J. Carmody that the CEO's Report of December 2013/January 2014 be accepted as presented. Carried.

**Outstanding Business:** a) **Strategic Planning** – Prior to their meeting with the consultant, E. Chow, T. Sabourin and K. Thompson will meet to discuss their concerns and expectations for the process.. Feedback is welcome from all Board members.

b) **Pay Equity and Wage Grid Update** – The project is finally complete. Templeman will present a full report to the CEO before the end of the week. A special Board meeting with Templeman will be arranged in February. A tentative date of 10 February 2014 at 4:00pm was set.

**New Business:**

a) **Development Charges** – Theresa has reported that she received the following information from the Town’s Treasurer regarding development charges: Amount provided by the Town for the expansion of the Library - \$356 054

\$181 054 drawn as of 31 Dec 2013

Balance owing \$175 000

By-law 573.09 expires in Aug 2014.

b) **Human Resources Document** – The Personnel Committee has finished the revisions and the entire document will be distributed to the rest of the Board this week. If there are any questions, clarifications required or suggestions please notify T. Sabourin before the next meeting so she can document and distribute them to members prior to the next Board meeting.

c) **Updated Volunteer Policy** – Tabled until the next meeting in order for the Board to review the proposed changes.

d) **Signage** – Better signage is required for the outside of the building. Speed Pro provided a quote to enlarge the size of the existing lettering from 9 inch aluminum to 12 inch white in all capital letters. The cost of this would be \$2355.00 before taxes. The Friends of the Library have set aside \$1000.00 for this purpose. A decision was put on hold for budget consideration.

e) **Community Outreach Technician Job Description** – The contract for this position will expire soon.

Motion #4:

Moved by J. Carmody, seconded by N. Chan that the board of the PPL establish a new contract for the position of Community Outreach Technician for a period of up to 8 months. Carried.

**Member Input:**

J. Carmody noted that the “Human Library” concept seems to be gaining popularity, especially in urban areas. Patrons are able to “sign out” a professional or any other volunteer for an hour of their time and expertise. C. Higgins notified the Board that she will be absent for the February meeting.

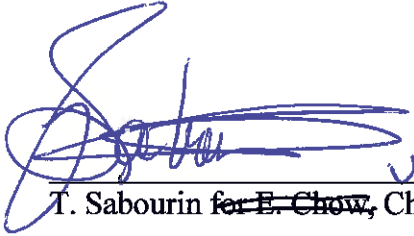
**Next Meeting:**

Wednesday, February 26, 2014 at 4:00pm.

**Adjournment:**

**Motion #5:**

Moved by C. Higgins, seconded by B. Almon Felhaber that the meeting of January 22, 2014 be adjourned at 4:55pm. Carried.

  
T. Sabourin for ~~E. Chow~~, Chair *vice*

  
C. Higgins, Secretary

Feb. 26, 2014  
Date

**Peterborough Public Library**  
**Balance Sheet As at 12/31/2013**

**ASSET****Current Assets**

GST Rebate on books - 100%1	4,507.97	
HST Rebate Other - 86.46%	22,732.21	
GST Total Rebate		27,240.18
Accrued Interest Receivable		48.03
Petty Cash	200.00	
Cash Float	50.00	
Cash On Hand		250.00
Receivables not used		0.00
TD Chequing Account		59,052.76
Other accrued revenue		-137.36
Reserve Fund COH		0.00
<b>Total Current Assets</b>		<b>86,451.61</b>

**Other Assets**

Capital Fund COH		0.00
Due to Capital Fund		0.00
Due from reserves		0.00
Prepaid expense		833.22
<b>Total Other Assets</b>		<b>833.22</b>

**Capital Assets**

Land Improvements		12,022.37
Furniture, Equipment & Compute...		365,001.00
Circulations		778,423.22
Accum Amort - Land Improve...		-3,781.25
Accum Amort - Furniture, Equip ...		-230,485.47
Accum Amort - Circulations		-653,213.58
<b>Total Capital Assets</b>		<b>267,966.29</b>

**TOTAL ASSET****355,251.12****LIABILITY****Current Liabilities**

Trade Accounts Payable		9,882.46
Accrued Liabilities		37.81
Deferred Revenue		8,972.99
Vacation Payable		0.02
Vacation Payable Adjustment		0.00
CPP Payable	2,368.42	
EI Payable	1,104.17	
Income Tax Payable	3,150.59	
Receiver General Payable		6,623.18
EHT Payable		4,421.92
WSIB Payable		47.18
OMERS Payable		3,891.01
Staff Association Payable		0.00
Expansion Donations		0.00
Reserve		0.00
Bank discrepancy		0.00
<b>Total Current Liabilities</b>		<b>33,876.57</b>

**TOTAL LIABILITY****33,876.57****EQUITY****Equity**

Capital Expansion Reserve		0.00
Prior year surplus(deficit)		48,257.67

**Petawawa Public Library**  
**Balance Sheet As at 12/31/2013**

Equity Adjustments	0.00
Capital fund equity	287,966.29
Current Earnings	5,150.59
Reserve Fund - Contingency	0.00
Reserve Fund - Building	0.00
Reserves	0.00
<b>Total Equity</b>	<b>321,374.55</b>
<b>TOTAL EQUITY</b>	<b>321,374.55</b>
<b>LIABILITIES AND EQUITY</b>	<b>355,251.12</b>



## CEO's REPORT December 2013-January 2014

### Special Programs and Displays:

- Children's Department display for winter reading
- No additional displays, just completing Christmas clean-up

### Workshops and Meetings:

- *K. Thompson and J. Harkness* will be attending the OLA Super Conference from January 29<sup>th</sup>-February 1<sup>st</sup>

### Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for December
- Provincial grant funding and Pay equity funding has been received
- Application for Summer Student for 2014 has been submitted

### Highlights from Adult Programming (submitted by E. Malins):

- E. Malins and S. Cooper are launching "Blind Date with a Book" on February 1<sup>st</sup>
- Upcoming programs include:
  - Watercolour Techniques
  - Seafood Linguini cooking class
  - A tea for mothers/daughters/grandmothers
  - Supporting Your Aging Parents Information Session
- Community partnerships continue to flourish and include the following groups:
  - Renfrew County Health Unit
  - OSISS
  - Society of Creative Anachronisms
  - Petawawa Autism Group
  - PMFRC
  - ...and many more!

### Highlights from the Children and Teen Department (submitted by M. Wakelam):

- Tuesday Storytimes are full with a large waiting list. Possibility of returning to 2 storytimes in the fall
- First family movie night of 2014 was full.
- Special programs, "Let Them Eat Cake" and "Summer Beach Party" are full with waiting lists
- Homework Help is starting in 3 weeks

- Registration for the annual Forest of Reading program has begun.
- Our Facebook group, "Petawawa Public Library Teens" has jumped to 112 members
- The Teen Writing Contest Awards Ceremony on January 11<sup>th</sup> was well attended by both teens and their parents.
- The library is sponsoring a Teen Dance on February 1<sup>st</sup>.

**Other Points of Interest:**

- I am making a presentation to the Mayor and Council on January 20<sup>th</sup>. It is to provide an overview of a successful 2013 and focus on the many services we provide and the partnerships we are involved in. It is to be a *Thank You* for their continued support.
- Colin Coyle and I are presenting a session called "Outside the Library Walls" at the OLA Super Conference in Toronto. We have been told that 130 people so far have registered for our session. The information about our session was also picked up by local news outlets and radio.
- I am currently completing the 2013 Year in Review evaluation and goal setting for 2014 with the staff.
- There has been some collection shifting and changing in the library...make sure to come in and see our changes!

