



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

Tel: (613) 687-2227 • Fax: (613) 687-2527

**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, February 26, 2014**

Call to Order: The meeting was called to order at 4:02 pm.

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

Regrets: J. Gardner, C. Higgins

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by T. Sabourin that the agenda for the February 26, 2014 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by T. Sabourin, seconded by B. Almon Felhaber that the minutes of the January 22, 2014 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: None was received.

Closed Session: Motion #3:

Moved by B. Almon Felhaber, seconded by J. Carmody that the PPL Board goes into closed session under Section 16.1 (4c) of the Public Libraries Act to discuss labour relations or employee negotiations. Carried

Motion #4

Moved by J. Carmody, seconded by T. Sabourin that the PPL Board returns to open session. Carried

Motion #5

Moved by T. Sabourin, seconded by B. Almon Felhaber that the 2014 Wage Grid be approved, effective 01 January 2014. Carried

Treasurer's Report: Motion #6

Moved by B. Almon Felhaber, seconded by N. Chan that the financial statement for the period ending December 31, 2013 and payment of accounts reflected therein be approved as submitted with expenditures of \$70, 375.12. Carried.

Motion #7

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 \$40, 092.28. Carried.

CEO's Report: Motion # 8

Moved by N. Chan, seconded by T. Sabourin that the CEO's Report of January 2014/February 2014 be accepted as presented. Carried.

Outstanding Business:

a) Strategic Planning – E. Chow, T. Sabourin and K. Thompson will be meeting Thursday with the potential strategic planning facilitator.

b) Human resources document –

Motion #9

Moved by T. Sabourin, seconded by N. Chan that the Human Resource policy be approved as amended. Carried

c) Volunteer policy –

Motion #10

Moved by N. Chan, seconded by B. Almon Felhaber that the volunteer policy be accepted as amended. Carried

d) Purchase of new chairs for Rotary Room – The Board would like to see the outcome of the 2014 budget before proceeding further.

e) Board meeting timings –

Motion #11

Moved by T. Sabourin, seconded by N. Chan that the Board of Trustee meetings be moved to the 4th Monday of each month effective March 2014. Carried

K. Thompson to carry out the relevant changes and notifications as per policy manual.

New Business: nil

Member Input: nil

Next Meeting: Monday, March 24, 2014 at 4:00pm.

Adjournment: Motion #12:
Moved by N. Chan, seconded by T. Sabourin that the meeting of February 26, 2014 be adjourned at 5:30 pm. Carried.



E. Chow, Chair



N. Chan, Acting Secretary

Mar 24, 2013

Date