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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, April 25, 2016**

Call to Order: The meeting was called to order at 4:01 pm.

Attendance: J. Carmody, N. Chan, E. Chow, S. Durand, G. Serviss

Part-time: B. Bailey, S. Scott

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for April 25, 2016 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by J. Carmody that the minutes of the Monday Mar 21, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: A letter was received from Templeman in regards to the request as a result of the financial audit, stating no known liabilities. As a result, Pay Equity is assumed to be completed unless otherwise indicated.

A communication was received from the Ministry of Tourism, Culture, and Sport in regards to a draft culture strategy. The Ministry is looking for feedback on this draft.

A thank you letter was received from St. Lawrence College. This was in regards to providing a placement for one of their business students.

Treasurer's Report:

a) Income Statement

Motion #3:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending Mar 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$68,654.93. Carried

S. Scott entered at this time.

b) Financial Audit 2015 Final

As the letter from Templeman has been received and relayed to the Auditor, a finalized copy of the audit report was received.

Reports:

a) CEO to April 2016

It was noted that an individual (patron) was no longer welcome in the library, due to safety reasons and was delivered a written letter to that effect.

b) Statistics three year comparison

Statistics for the library for the last three years were provided. It was noted that fishing poles and a tackle box will be catalogued and available for public use in the near future.

c) Children's March 15-April 15 2016

S. Durand commented that one of the staff's spouse had built a chest to house the green screen and the costumes that are used with the screen. The kids are decorating the chest.

d) Adult March April 2016

As a fundraising event, a trivia night has been organized for the end of May. G. Serviss noted that the host of the Cabin Fever trivia night should be contacted for additional contacts who may be interested in the event.

Motion #4:

Moved by S. Scott, seconded by N. Chan that the CEO's Report of Apr 25, 2016 be accepted as presented. Carried

Old Business:

a) Action List 2016 updated to April

The action list of outstanding actions as a result of Board meetings was updated and completed actions removed.

N. Chan noted that an action was missing with regards to Board discussion of the Hiring Committee recommendations. This item will be added to the next Board meeting for discussion, in order to close the action.

New Business:

a) Trustee Council Membership-Representative appointment S. Scott

Motion #5:

Moved by N. Chan, seconded by G. Serviss that S. Scott be appointed as Trustee Council Membership Representative for Petawawa Public Library. Carried

b) Friends of the Library Development

Three information sessions were held on April 20. S. Durand noted that although none of the participants were interested in forming an executive committee at this time, a working committee could be formed instead. This committee will be formed in the near future.

c) Board Member recruitment

Applications were received through the town. A new board member will be selected from the received applications. A new board member could be added by town by-law by May 16th.

d) Survey-Web Page: Teen usage

A survey was performed through the webpage in order to determine most used areas and to determine missing areas or areas for improvement.

e) Charity Account usage

When the Friends of the Library is formed, the Corporation of the Town of Petawawa Public Library charity account will be used for any funds earned, as it is a separate account from the library operations account.

**f) Meeting of area Librarians and Library Technicians – S. Scott proposal
Motion #6:**

Moved by G. Serviss, seconded by J. Carmody that S. Scott is authorized to host periodic meetings of area Librarians and Library Technicians in our facility. Carried.

g) CEO Evaluation

E. Chow requested volunteers from the Board to assist in the 1 year evaluation of the CEO.

Motion #7:

Moved by S. Scott, seconded by G. Serviss that a CEO Evaluation Committee be formed with the following members: E. Chow, B. Bailey, and N. Chan. Carried.

Policy Review Committee:

Upon review of several policies brought before the Board, concerns were raised that some policy information may be duplicated or in conflict with existing policies. It was suggested that the new policy manual be prepared so that the policies could be reviewed as a whole.

Member Input: J. Carmody asked whether a Friends of the Library section was present on the webpage. S. Durand replied that a new webpage will be created when the Friends of the Library group is officially formed.

Next Meeting: May 30, 2016

Due to the 4th Monday being a statutory holiday (May 23rd is Victoria Day).

Adjournment: Motion # 8:

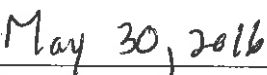
Moved by N. Chan, seconded by S. Scott that the meeting of Monday, Apr 25, 2016 be adjourned at 5:32 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date