

**Petawawa**  
**Public**  **Library**

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  
Tuesday, January 26, 2016**

**Attendance:** N. Andrechek, B. Bailey, S. Durand, J. Carmody, S. Scott, G. Serviss,  
Absent: N. Chan, E. Chow

**Appointment of Acting Chairperson: Motion #1:**  
Moved by G. Serviss, seconded by J. Carmody that S. Scott be appointed Acting  
Chairperson for the meeting of January 26, 2016. Carried.

**Call to Order:** The meeting was called to order at 4:35 pm.

**Election of Vice Chairperson:**  
J. Carmody nominated G. Serviss as Vice-Chairperson.  
G. Serviss allowed his name to stand  
**Motion #2:**  
Moved by J. Carmody Seconded by B. Bailey that G. Serviss be acclaimed to the  
position of Vice-Chairperson. Carried

**Approval of Agenda: Motion # 3:**  
Moved by S. Scott, seconded by N. Andrechek that the agenda for the January 26,  
2016 Library Trustee Board meeting be accepted as amended. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 4:  
Moved by B. Bailey, seconded by J. Carmody that the minutes of the  
December 14, 2015 Library Trustee Board meeting be accepted as  
presented. Carried.

**Correspondence:** S. Durand presented two thank you notes-one from a home schooling mother  
who is delighted with the Library programming and the other from the Rotary  
Club expressing thanks for the library support with the memory tree at Christmas.

## **Treasurer's Report:**

### **a) Comparative Income Statement for December 2015**

Motion # 5:

Moved by B. Bailey, seconded by S. Scott that the financial statement for the period ending December 31, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$55,015.32. Carried.

### **b) August Pay Equity adjustment**

Motion #6:

Moved by J. Carmody, seconded by N. Andrechek that, as per pay equity requirements of the library and at the direction of the legal H/R analyst and assistant from Templemann Menniga, the August Pay Equity adjustment to our 2015 salary grid and mandatory increase to salary payout be approved as implemented. Carried

### **c) Adjustment to Staff hours and Wages Sept 2015 per Policy**

Motion #7:

Moved by S. Scott, seconded by N. Andrechek that as per policy the Children's and Teen Services Technician and Supervisor of Children's and Teen Services, who had passed their probation period as of September 2015, be approved as moved to Step 1 of the 2015 Salary Grid. Carried.

### **d) Additional Adjustment to 2016 Salary Grid**

Motion #8:

Moved by S. Scott, seconded by N. Andrechek that the 2015 pay grid will be adjusted as per policy by 4% (1%CPI, 3% as per by-law 1027/16 of the Town) as implemented for the first full pay period of January 2016. Carried.

## **Report:**

### **a) CEO Report**

S. Durand confirmed that there was an increase of 100 hours for the OLA/Industry Canada Youth Intern. Also confirmed that there would be new bicycles as well fishing rods have been requested through Parks and Recreation.

It was mentioned that the attendance of the board members during the Volunteer Appreciation drop-in on April 11, 2016 would be appreciated. Please RSVP.

S. Durand expressed her pleasure with the programmers of the Children's and Teen Department and detailed some changes made to the programming.

Two board members expressed concern about the Facebook notification option.

S. Durand will check into this situation as possibly due to the ILS upgrade.

Motion # 9:

Moved by J. Carmody, seconded by N. Andrechek that the CEO's Report to January 2016 be accepted as presented. Carried.

**Old Business:**

**a) Action list**

Item 5: Email confirmation of receipt of Volunteer Service Awards application.

Item 8: The CEO noted that there was a misunderstanding regarding the letter for the Bank and it will be drafted immediately.

**New Business:**

**a) Trustee Council Meeting**

This meeting will be held Saturday, April 30 Bonnechere/Eganville.

The CEO will check if Minutes from the last meeting are available and will send to the board as S. Scott was not able to attend as planned.

**b) Renfrew/Lanark CEO meeting February 25, Arnprior**

S. Durand indicated that she planned to attend weather permitting

**Policy Review Committee:**

**a) Policy manual**

The policy manual is being reformatted by the Youth Intern, with policies being correctly ordered and page numbers sequenced properly.

**Member Input:** N. Andrechek suggested that advertising for her replacement start soon.

**Next Meeting:** February 22, 2016

**Adjournment:** Motion # 10:

Moved by N. Andrechek, seconded by J. Carmody that the meeting of January 26, 2016 be adjourned at 5:57 pm. Carried.

  
\_\_\_\_\_  
G. Serviss, Vice-Chairperson  
for E. Chow, Chairperson

  
\_\_\_\_\_  
B. Bailey  
for N. Chan, Secretary

Date

Feb. 22 / 16