



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, November 28, 2016**

**Call to Order:** The meeting was called to order at 4:05 pm.

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

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

Moved by G. Serviss, seconded by S. Scott that the agenda for the November 28, 2016 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by D. Rowan, seconded by S. Scott that the minutes of the October 24, 2016 Library Trustee Board meeting be accepted as amended. Carried.

Motion # 3:

Moved by G. Serviss, seconded by J. Carmody that the minutes of the November 15, 2016 Library Trustee Board special meeting be accepted as presented. Carried

**Correspondence:** S. Durand described the activities planned for the Rogers Hometown Hockey from the 28 – 31 December and told the board that the parking lot would be completely taken over for the event with little or no parking available for library patrons. She mentioned that the staff would be instructed to warn patrons of this happening and perhaps extend the loan period around that time

There was discussion about the upcoming Union Contract Negotiation. D. Rowan stated that he could attend the meeting on Wednesday December 14. S. Scott volunteered to attend, if necessary after 4:00.

**Treasurer's Report:**

**a) Comparative Income Statement for October 2016**

Motion # 4:

Moved by B. Bailey, seconded by G. Serviss that the financial statement for the period ending October 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$30,129.14. Carried.

There was discussion regarding the draft budget for 2017. Wages are yet to be determined, dependent upon the union negotiations.

S. Durand confirmed that Pay Equity cheques had been prepared with a great deal of cooperation from Ceridian, the payroll company and CRS.

**Reports:**

**a) CEO Report**

S. Durand stated that she had signed and returned the contract for the Capacity Grant after E. Chow mentioned that he had received an email. S. Durand is to confirm compliance.

S. Durand mentioned her meeting with J. Layman and that J. Layman was pleased that Councillor Carmody had recommended this.

An explanation about Flipster was given to the Board and there was discussion about the disappearance of print magazines.

S. Durand expressed her pleasure with the work done by the co-op Student Alyssa Cliché.

Motion # 5:

Moved by G. Serviss, seconded by D. Rowan that the CEO's Report to November 28, 2016 be accepted as presented. Carried.

**b) Trustee Council – S. Scott**

S. Scott reported that this meeting was very informative. She learned that Deep River had unionized a few years ago and suggestions about volunteers and the contract were made. As well, she indicated that Accessible customer service training should be done for all levels of service including board members.

Suggestions that periodicals be sponsored by patrons was another item from the council.

**Old Business:**

**a) OLA Conference attendance**

Motion # 6:

Moved by G. Serviss, seconded by S. Scott, that the CEO be approved to register one staff member to attend the OLA Conference in Toronto in 2017. Registration and transportation fees will be paid in 2016, all other expenses will be paid in 2017. Carried

**b) Technical Support Assistant**

Motion # 7:

Moved by D. Rowan, seconded by J. Carmody, that the CEO be approved to complete the hiring of a Technical Support Assistant Youth Intern funded through Innovation, Science and Economic Development. Position begins December 5, 2016 and ends March 24, 2017. Carried

**New Business:**

**a) Christmas hours December 24, and 31, 2016**

Motion # 8:

Moved by J. Carmody, seconded by B. Bailey that the CEO be approved to close the library on December 24, 2016 and December 31, 2016. Carried

**c) CEO Participation Union Contract negotiations**

Motion #9:

Moved by G. Serviss, seconded by S. Scott, that CEO and Board members participating in Union negotiations be authorized for travel and meal expenses as per policy. Carried

**Member Input:** nil

**Closed meeting**

Motion # 10:

Moved by D. Rowan, seconded by S. Scott, that the Petawawa Public Library Board enters a closed meeting to discuss personal matters of an identifiable individual, including employees at 5:34 p.m. Carried

Motion # 11:

Moved by G. Serviss, seconded by J. Carmody that the Petawawa Public Library Board exits the closed meeting at 5:37. Carried


**Next Meeting:** December 15, 2016 4:00

**Adjournment:** Motion # 11:

Moved by J. Carmody, seconded by G. Serviss that the meeting of November 28, 2016 be adjourned at 5:44 pm. Carried.

  
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E. Chow, Chairperson

  
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for N. Chan, Secretary

  
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Date