



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
Monday, November 23, 2015**

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

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

Part-time: G. Serviss

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by B. Bailey that the agenda for November 23, 2015 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by S. Scott that the minutes of the October 26, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Treasurer's Report:

a) Comparative Income Statement for October 2015 and Forecast

Motion #3:

Moved by J. Carmody, seconded by N. Andrechek that the financial statement for the period ending October 31, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$67,353.50. Carried

J. Carmody noted that the budget is still indicating a shortfall of approximately \$6k by year end. This may be offset by additional revenues and some savings that may be achieved by some line items being underspent. S. Durand noted that a savings of \$250 was achieved through cancellation of ordered materials that were still outstanding and deemed to not be necessary at this time.

G. Serviss joined the meeting at this time.

b) 2015 Grant Funding and carry overs to 2016

S. Durand noted that a carryover of a grant for the amount of \$4499 will be carried to 2016. This grant money is to be used for database and IT related costs.

c) 2015 Staff Performance Reviews and potential impact on Budget 2016

S. Durand noted that two staff members had achieved one year of service and according to policy were given performance reviews and commensurate pay raises. Retroactive pay was given back to September 1st (anniversary dates).

Reports:

a) CEO report

S. Durand highlighted that the Fun House had been quite successful. In addition, the French Library Assistant and the youth intern have been working out great within the library. In addition, revenue generated from proctoring of exams for various universities have been increasing. It was suggested that advertising of these services should be made available.

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the CEO's Report of November 23, 2015 be accepted as presented. Carried.

Old Business:

a) Bank Account for Corporation of the Town of Petawawa Public Library (Charity)

S. Scott informed the Board that it was suggested that bank cards be made available so that online monitoring of funds could be possible. S. Scott to follow-up and see if both signatories have to be present at the same time. Bank card to be obtained to allow online monitoring and easier depositing of donations to account.

b) Bookkeeper Staffing Contract(s)

S. Durand noted that the tender for a bookkeeper should be deferred to 2016, upon recommendation of the auditor.

c) Templeman, Menninga/Pay Equity

S. Durand noted that a meeting with the town CAO and teleconference with Templeman occurred on Nov. 3, 2015. Information was requested by Templeman from the library prior to being able to issue the requested document. S. Durand has provided information and is now awaiting a response.

Federation of Ontario Public Libraries initiatives:

S. Durand provided a description of the various initiatives put on by FOPL to promote libraries and how the library will be participating:

- Library Day at Queen's Park (Nov. 25, 2015)
- Cabinet's First Culture Strategy for Ontario
- Cabinet's Province-wide consultations on Community Hubs

Motion #5:

Moved by S. Scott, seconded by N. Andrechek that the PPL joins Canadian Public Libraries for Fair EBook Pricing to advocate for fair pricing models for eBooks.
Carried

Motion #6:

Moved by J. Carmody, seconded by G. Serviss that the PPL Board request the Ministry of Tourism, Culture and Sport and the Ministry of Education make a sustainable funding source available to Ontario's public libraries, learners and residents so they can continue to invest in 21st Century service that support and benefit all Ontarians. Carried.

New Business:

a) CEO Vacation Request 2015

Motion #7:

Moved by N. Chan, seconded by G. Serviss that the CEO is approved to take up to 5 vacation days from 2016 entitlement days in advance. Carried.

b) St. Lawrence College Work Placement request

Motion #8:

Moved by N. Andrechek, seconded by B. Bailey that the CEO be approved to accept an Office Administration employee for a two week unpaid placement from Mar. 21 – Apr. 1, 2016 through the St. Lawrence College Work Placement Program. Carried.

Policy Review Committee:

a) Terms of Employment – CEO

Deferred to a later meeting. Hiring Committee to bring forward recommendations to Board.

b) Hours of Service

Motion #9:

Moved by S. Scott, seconded by N. Andrechek that the Hours of Service – Circulation Policy presented by the Policy Review Committee be accepted as presented. Carried.

c) Statutory Holidays

Motion #10:

Moved by G. Serviss, seconded by J. Carmody that the Statutory Holidays – Human Resources Policy presented by the Policy Review Committee be accepted as presented. Carried.

d) Vacation Leave Policy

Motion #11:

Moved by G. Serviss, seconded by J. Carmody that the Vacation Leave – Human Resources Policy presented by the Policy Review Committee be accepted as amended. Carried.

Correspondence: E. Chow noted that a letter was received regarding Volunteer Service Awards. Awards are given in 5 year service increments and are given to the Board and volunteers. S. Durand to respond.

Member Input: N. Andrechek noted that her family is expected to be posted to Kansas and that a search for a replacement should begin in the near future. Expected timeframe is at some point during the summer.

N. Chan noted that there was an article posted regarding the Newmarket Story Pod, which is a much larger, mobile version of the book tree idea implemented at PPL.

G. Serviss informed the Board that an electronic recycling bin behind the Civic Centre will be transferred to the library as an additional source of fundraising. S. Durand has agreed that a volunteer will be responsible for checking on the box. This may be a larger funding opportunity with sufficient advertising.

J. Carmody noted that the library should become a location where pet tags are available for purchase. This could provide a new revenue stream for the library. CEO was directed to investigate.

Next Meeting: December 14, 2015

Adjournment: Motion # 12:

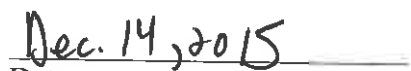
Moved by N. Chan, seconded by S. Scott that the meeting of Nov. 23, 2015 be adjourned at 5:45 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date