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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, February 22, 2016**

Call to Order: The meeting was called to order at 4:03 pm.

Attendance: N. Andrechek, B. Bailey, N. Chan, E. Chow, S. Durand, G. Serviss

Part-time: S. Scott

Absent: J. Carmody

Approval of Agenda: Motion # 1:

Moved by G. Serviss, seconded by N. Chan that the agenda for Monday February 22, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by G. Serviss, seconded by N. Andrechek that the minutes of the Jan. 26, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

a) Income Statement to January 31, 2016

Motion #3:

Moved by N. Chan, seconded by G. Serviss that the financial statement for the period ending Jan.31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$43,787.61. Carried

In addition, it was noted that there were initial omissions and errors noted by the auditor.

Motion #4:

Moved by G. Serviss, seconded by N. Andrechek that the financial statement for the period ending May 31, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$44,687.69. Carried

Motion #5:

Moved by N. Chan, seconded by G. Serviss that the financial statement be amended (motion #4 in September 2015 Board meeting) to reflect Aug 31, 2015, as opposed to July 31, 2015. Carried

S. Durand noted that a report from the auditor should be expected in March.

S. Scott entered at this time.

Reports:

a) CEO Hiring Committee

Minutes of the CEO Hiring Committee were presented with recommendations for future CEO hiring committees

Motion #6:

Moved by N. Chan, seconded by G. Serviss that the Minutes of the CEO Hiring Committee of the Petawawa Library Board of Trustees dated Feb 11, 2016 be accepted for information. Carried.

b) CEO to February 2016

G. Serviss requested more information regarding ESL sessions at the library. S. Durand noted that there is currently one qualified volunteer and a second qualified volunteer joining this program that may be offered in the evening.

Motion #7:

Moved by S. Scott, seconded by N. Andrechek that the CEO's Report of Monday Feb 22, 2016 be accepted as presented. Carried.

c) Children's/Teen Department Report to February 2016

It was highlighted that a campaign to get 1000 likes on the Facebook page was going well and was over 900, so far. There may be an extended goal once the 1000 likes has been achieved.

d) Adult Programming update to February 2016

E. Chow asked about the horticultural society pairing with the volunteer appreciation night. S. Durand noted that it will have the volunteers plant a small plant. E. Chow noted that the horticultural society's community garden was located beside the building and that a partnership may be of benefit.

Motion #8:

Moved by N. Chan, seconded by B. Bailey that the Adult programming and Children's/Teen Reports be accepted for information. Carried.

Old Business:

a) Action List

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

E. Chow requested an update on pay equity. S. Durand noted that she had attended a webinar on Pay Equity, provided by a lawyer specializing in the subject. The speaker for the webinar was contacted and is providing a free mini review of the current status. All compliance requirements mandated by the Pay Equity Commission will only be communicated to the Board through the law firm hired to act as our representative.

New Business: nil

Policy Review Committee:

S. Durand commented that it is a large project to bring the policy manual in line with the current templates and that progress continues. E. Chow noted that as policies are updated, there should be a review of the administrative practices to ensure alignment.

Member Input: G. Serviss asked whether Valour school classes were coming to the library. S. Durand noted that there's approximately 2 class visits per month. G. Serviss wondered if sufficient information was being provided to teachers regarding the available services. S. Durand responded that a campaign is done once per year to contact all the schools and that library calendars are provided to all the schools every 2 months. G. Serviss added that communication can also be sent to all of the elementary teachers through a specific email address.

N. Andrechek asked for clarification on the process for resignation. E. Chow responded that written notification is to be submitted to the Board Chairperson. As per the Public Libraries Act, the Clerk for the Town will give public notice of vacancies and appoint a person to fill the vacancy for the unexpired term.

S. Scott will work to develop a partnership with the horticultural society or local Nursery to offer a program to educate new or new to the area gardeners. Ideas to provide revenue to the Library, through partnerships, will also be researched.

Next Meeting: March 21, 2016

Due to March 28th being Easter Monday, it was suggested that the date of the next meeting be moved.

Motion #9:


Moved by B. Bailey, seconded by G. Serviss that the next PPL Board meeting be held on March 21st, instead of March 28th. Carried.

Adjournment: Motion # 10:

Moved by N. Chan, seconded by G. Serviss that the meeting of Feb.22, 2016 be adjourned at 5:00 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Mar 21, 2016

Date