

**Petawawa**  
**Public Library**



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**Minutes of the Meeting of the Petawawa Library Board of Trustees**  
**Monday, January 16, 2017**

**Call to Order:** The meeting was called to order at 4:07 pm.

**Attendance:** E. Chow, J. Carmody, S. Durand, D. Rowan, B. Bailey

Part-time: N. Chan

Absent: S. Scott, G. Serviss

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

Moved by B. Bailey, seconded by D. Rowan that the agenda for the January 16, 2017 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by D. Rowan, seconded by J. Carmody that the minutes of the Thursday Dec. 15, 2016 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:** nil

**Treasurer's Report:**

A few discrepancies have been discovered to have been made by the bookkeeper. The auditor will assist in discovering any errors. Due to the bookkeeper's absence, she has been terminated by registered mail and has been given until Jan 20<sup>th</sup> to respond.

S. Durand stated that she will be away Jan 18<sup>th</sup> and returning to work on the 31<sup>st</sup>. As a result, R. Murdoch will be in charge of payroll during the absence of the CEO.

N. Chan entered the meeting at this time

Motion #3:

Moved by J. Carmody, seconded by D. Rowan that the draft 2017 Budget for the PPL be accepted in principle, requesting a municipal subsidy of \$547,970.90.  
Carried

The December financial statement will be deferred to the next scheduled Board meeting (Feb) as the posting of bills to 2016 still require verification.

**Reports: a) CEO Report**

N. Chan and D. Rowan expressed pleasure at the renovated kids' area and would like to pass on kudos to all those involved.

E. Chow noted that Redi-Recycling of electronics does not seem to be well posted within the building and suggested that additional signage should be made visible in public areas of the building.

Motion # 4:

Moved by N. Chan, seconded by B. Bailey that the CEO's Report of Monday Jan 16, 2017 be accepted as presented. Carried.

**b) Petawawa Public Library Collective Bargaining**

S. Durand noted that union negotiations are continuing with the next date scheduled for Feb 13<sup>th</sup>. It was confirmed that the town includes a cost of living allowance of 1.5%. A comparison sheet is being prepared with the asks versus current policy. Benefits are also being compared with the Town of Petawawa.

**Old Business:**

**a) FOPL Membership Renewal**

S. Durand informed the Board the fee for 2017 amounted to \$750. Once the login information has been received, it will be passed onto Board members.

**b) Capacity Grant purchases**

The Capacity Grant is currently slated to be used for technology and special collections (e.g., large print books, audiobooks). The deadline for use is April 28<sup>th</sup>.

**New Business:** nil

**Member Input:** J. Carmody noted that the draft budget drew little attention at council as it included the standard 3% increase by other Town departments.

B. Bailey asked as to when the Savvy Seniors program would be ending. S. Durand responded that it would be concluding at the end of Feb. The programs have been well attended including approximately 9 participants per class.

**Closed meeting**

Motion # 5:

Moved by N. Chan, seconded by B. Bailey that the Petawawa Public Library Board enters a closed session to discuss personal matters of an identifiable individual, including employees at 4:58 p.m. Carried

Motion # 6:

Moved by N. Chan, seconded by J. Carmody that the PPL Board exits closed session at 5:33 p.m. Carried

**Next Meeting:** February 27, 2017 4:00 p.m.

**Adjournment:** Motion # 7:

Moved by B. Bailey, seconded by J. Carmody that the meeting of Monday Jan 16, 2017 be adjourned at 5:35 pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

Feb. 27, 2017  
Date