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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, July 27, 2015**

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

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

Regrets: N. Andrechek,

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for Monday July 27, 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 June 22, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: A donation of \$300 was received as a thank you for setting up their Kobo.

A noise complaint was received. A reply was provided emphasizing that the individual will be respected and attempts will be made to accommodate; however, the Library is a community space for learning.

Treasurer's Report:

a) June Income Statement

Motion #3:

Moved by J. Carmody, seconded by S. Scott that the financial statement for the period ending June 30, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$43,885.88.

B. Bailey asked whether there would be changes to the charges for use of the Rotary Room. The response was the Rotary Room is a community space that should be accessible. Increasing charges may decrease usage of this space.

A request was received from the Rotary Club to install a cupboard in the kitchen area of the Rotary Room for their use. Consensus from the Board was that this would be agreeable as there would be no expenses incurred by the Library.

b) Signing authority:

S. Durand questioned whether the by-law on signing authority required to be updated to include the CEO. J. Carmody pointed out that the latest by-law does include the CEO as a signing authority.

c) Account posting:

The bookkeeper had asked whether a new line should be created for hiring charges, as they are currently recorded in Miscellaneous Board Expenses. The Board agreed that a new line shouldn't be created, as this should not be an expense that's expected annually.

d) Donations:

S. Durand noted that all donations currently have to be made to the Town of Petawawa, unless the donor does not require charitable receipt. S. Durand asked whether a Friends of the Library would be wanted for the library. The Board replied that it would be interested in having one and would support one. The Board supports S. Durand to research and form a Friends of the Library.

CEO's Report:

Motion #4:

Moved by B. Bailey, seconded by G. Serviss that the CEO's Report of July 27, 2015 be accepted as presented. Carried.

In addition, S. Durand noted that an application was filed for the Angus Mowat Award of Excellence for Discovery Dayz.

Old Business: a) Petawawa 150

S. Durand noted that the green screen will only be available on the Friday due to timing. In addition, one more student will be needed to participate in the parade. A Board member may be required to provide support for the parade and a couple members volunteered, if needed.

b) Summer BBQ

J. Carmody offered his cottage for Aug 13th to host the event. The event will be open to staff and a guest as well.

New Business: None at this time

Policy Review Committee: As the policy manual is reviewed, occasional ones may be brought to the Board. However, series of related policies may require a committee. An Internet Policy Review Committee was struck. S. Scott and B. Bailey volunteered for the committee. S. Durand commented that a staff member will be asked to participate in the committee.

Member Input: G. Serviss noted that he was glad that Sheila had accepted the position of CEO.

Next Meeting: September 28, 2015

Adjournment: Motion # 5:

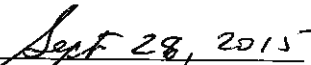
Moved by G. Serviss, seconded by B. Bailey that the meeting of July 27, 2015 be adjourned at 17:00. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date