



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
Tuesday, May 23, 2017**

Call to Order: The meeting was called to order at 4:10 pm.

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

Part-time: J. Carmody, T. Sylvestre

Absent: D. Rowan

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for the Tuesday May 23, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by G. Serviss that the minutes of Monday April 24, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Motion #3:

Moved by N. Chan, seconded by B. Bailey that the minutes of Tuesday May 9, 2017 Library Trustee Board special meeting be accepted as presented. Carried.

Financial Audit: T. Sylvestre from Welch LLP presented the results of the financial audit for 2016. Bookkeeping from May 2016 onwards presented many errors. These errors have been corrected as part of the audit, but represented significant effort. T. Sylvestre will be touching base with the new bookkeeper to ensure that previous errors will not be repeated.

J. Carmody entered at this time.

T. Sylvestre continued onto a summary of the financial situation of the PPL and indicated that it is currently in good shape. She stated that the PPL is in good financial health, especially compared to some previous years.

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the PPL Board approves the audited financial statements for the year ending Dec. 31, 2016, as presented.

Carried

T. Sylvestre exited at this time.

Correspondence: A signed copy of the Collective Agreement was received and a copy has been distributed electronically to all Board members.

Correspondence was received from the Town appointing S. Lehnen as the new Board member for the PPL.

Motion #5:

Moved by G. Serviss, seconded by B. Bailey that the Board requests an opinion from HR Specialist, Bruce Beakley, regarding an application for the CEO position from a sitting Board member. Carried.

Correspondence was received about the Seniors Community Grant Program. This was the funding which was previously used for the Savvy Seniors program.

Correspondence was received regarding Accessible Customer Service Training must be taken. Discussion took place on the required people. According to the requirements, in addition to staff, Board members and volunteers would be required to take the training. Group training may be available in addition to the online training offered through the Town website.

Treasurer's Report:

a) Financial Report

Motion #6:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending April 30, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$41,445.31. Carried

b) Wages as per Collective Agreement May 3, 2017

Motion #7:

Moved by G. Serviss, seconded by J. Carmody that the PPL implements the wages and deduction of Union Dues as per the Collective Agreement, effective May 3, 2017. Carried

Reports: a) CEO Report

S. Durand noted that she will try to complete the annual survey prior to her departure date. This survey is required as part of the submission for the Public Library Operating Grant and Pay Equity Grant.

Motion #8:

Moved by N. Chan, seconded by B. Bailey that the CEO's Report of Tuesday May 23, 2017 be accepted as presented. Carried.

Old Business: a) Trustee Council Representative

Motion #9:

Moved by G. Serviss, seconded by E. Chow that B. Bailey be appointed as the PPL representative at the Trustee Council. Carried

New Business: a) CEO Vacation Days outstanding

S. Durand indicated that with the remaining work and time, it may not be possible to take her remaining vacation days. It was indicated that the remaining vacation time can be paid out at the end of her service.

b) CEO Recruitment Update

Process is currently ongoing. Ads have been placed in print and electronic format with a closing date of May 26, 2017. Some resumes have already been received and the process of shortlisting candidates for interviews will occur shortly after closing of posting.

Member Input: B. Bailey was asked to plan for a Board summer get-together.

Next Meeting: Monday June 26, 2017 4:00 p.m.

Adjournment: Motion # 10:

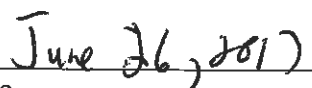
Moved by J. Carmody, seconded by G. Serviss that the meeting of Tuesday May 23, 2017 be adjourned at 5:43 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date