



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, October 26, 2015**

**Call to Order:** The meeting was called to order at 4:01 pm.

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

**Approval of Agenda:** Motion # 1:  
Moved by N. Chan, seconded by N. Andrechek that the agenda for October 26,  
2015 Library Trustee Board meeting be accepted as amended. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:  
Moved by N. Chan, seconded by G. Serviss that the minutes of the  
September 28, 2015 Library Trustee Board meeting be accepted as  
presented. Carried.

**Correspondence:** nil

**Treasurer's Report:**

**a) Comparative Income Statement for September 2015 and Forecast**

Motion #3:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the  
period ending September 30, 2015 and payment of accounts reflected therein be  
approved as submitted with expenditures of \$48,284.31. Carried

**b) Budget Spreadsheet**

J. Carmody presented a spreadsheet for budget purposes that includes a macro to  
produce a base budget for future years, based on the previous year's budget.

**Reports:**

**a) CEO report**

S. Durand highlighted that the Fun House raised over \$1300 net. S. Durand also noted that she will not be attending the Ontario Library Association conference due to the unavailability of funds this year.

**Motion #4:**

Moved by N. Andrechek, seconded by B. Bailey that a vote of sincere thanks and congratulations to the volunteers involved in the success of this year's Haunted Fun House from the Board. Well Done! Carried.

**Motion #5:**

Moved by S. Scott, seconded by G. Serviss that the CEO's Report of Oct.26, 2015 be accepted as presented. Carried.

**b) Library Statistics Comparion**

A comparison for June, July , August, and September of 2015, 2014, and 2013 was provided. It was noted that some gaps exist in the report as reports between years differ due to the requested statistics at the time. This will be standardized going forward.

It was also observed that there seemed to be a high number of membership relative to the community size. S. Durand noted that these numbers are provided by OLC Consortium, that we are members of, and all numbers are for active memberships during the last 24 months.

**c) CEO meeting with Town CAO and Treasurer**

Meeting minutes from the Sept 30 meeting with the CAO and Treasurer were presented to the Board. Discussion had centred on the development charges and reserve funds. It was also agreed that pay equity communication, as the town is the PPL's comparator, would be continued to ensure that pay equity is maintained.

**Staffing Contracts:**

**a) Bookkeeper**

S. Durand to prepare a job description for the bookkeeper and to make preparations to re-tender the bookkeeper contract.

**b) French Library Assistant – Community Foundation Grant**

**Motion #6:**

Moved by N. Andrechek, seconded by B. Bailey that the Supervisor of Children's and Teen Services be approved to hire a part-time French Library Assistant as per the terms and conditions of the Community Foundation Grant (35 hours total). Carried

**Old Business:**

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

S. Scott is the remaining member required to sign on the account and will be heading there tomorrow. UPDATE: this action has been completed.

**b) Email correspondence/invoice – Templeman**

Templeman is to be contacted requesting official, legal, signed pay equity proceedings and obligations documentation in order for the Board to make an informed decision.

N. Andrechek and G. Serviss left at this time.

**New Business:**

**a) Holiday Hours 2015**

S. Durand notified the Board that the staff would like to close the library on Christmas Eve, as no staff would be available that day. However, this would be against the current hours of service policy.

Motion #7:

Moved by N. Chan, seconded by S. Scott that the PPL hours of service will be revised regarding Christmas Eve and New Year's Eve to allow for operational requirements as per CEO. Carried.

**b) Trustee Council meeting**

S. Durand wanted to know if any Board members were going to attend the Renfrew County Trustee Council meeting. S. Scott indicated that she will be attending.

**Policy Review Committee:**

**a) Terms of Employment – CEO**

Deferred to next monthly meeting.

**b) Vacation Leave Policy**

Deferred to next monthly meeting.

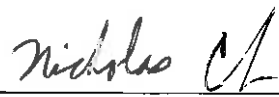
**Member Input:** Nil

**Next Meeting:** November 23, 2015

**Adjournment:** Motion # 8:

Moved by N. Chan, seconded by J. Carmody that the meeting of Oct.26, 2015 be adjourned at 6:05pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

Nov. 23, 2015  
Date