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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, October 23, 2017**

Call to Order: The meeting was called to order at 4:06 pm.

Attendance: B. Bailey, J. Carmody, N. Chan, E. Chow, A. Foster, S. Lehnen

Absent: G. Serviss

Approval of Agenda: Motion # 1:

Moved by S. Lehnen, seconded by B. Bailey that the agenda for the Monday October 23, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by B. Bailey that the minutes of Monday September 25, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

Motion #3:

Moved by J. Carmody, seconded by S. Lehnen that the financial statement for the period ending September 30, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$39,485.36. Carried

Reports: a) **CEO Report**

Motion #4:

Moved by B. Bailey, seconded by J. Carmody that the CEO's Report of Monday October 23, 2017 be accepted as presented. Carried.

The Friends of the Library does not currently have a president and has no one willing to take the position. It was suggested that individuals may be more amenable if the position were made as co-chairs.

Closed Meeting:

Motion #5:

Moved by N. Chan, seconded by J. Carmody that the Board enters closed session to discuss personal matters about an identifiable individual, including employees at 4:24 pm. Carried

Motion #6:

Moved by B. Bailey, second by S. Lehnem that the Board exits closed session at 5:22 pm. Carried

Old Business: a) Policy Manual

An instruction was given to Board members to review suggested policy manual updates within 2 weeks and to reply to A. Foster with acceptances or suggested changes, copying all members.

New Business: a) Board Member resignation

Motion #7:

Moved by B. Bailey, seconded by J. Carmody that the Board regretfully accepts the resignation of D. Rowan from the Board. Carried.

b) 2018 Budget

A draft budget was presented. Minor adjustments will be incorporated at the next Board meeting. The draft budget will be submitted to the town near the end of November/beginning of December.

c) Staffing Options

d) Union Negotiations

The kick-off is tentatively scheduled for November 8th.

Member Input: E. Chow suggested planning a Board dinner. N. Chan to organize. E. Chow wanted to thank J. Carmody on the work towards the draft budget.

N. Chan mentioned that he will not be present for the next Board meeting. B. Bailey offered to be secretary for the next meeting.

Next Meeting: November 27, 2017.

Adjournment: Motion # 8:

