



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, September 25, 2017**

**Call to Order:** The meeting was called to order at 4:00 pm.

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

Part-time: G. Serviss

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

Moved by J. Carmody, seconded by N. Chan that the agenda for the Monday September 25, 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 June 26, 2017 Library Trustee Board meeting be accepted as presented. Carried.

Motion #3:

Moved by N. Chan, seconded by J. Carmody that the minutes of Wednesday June 28, 2017 Library Trustee Board special meeting be accepted as presented.  
Carried.

**Correspondence:**

**a) Notice to bargain from CUPE**

A letter was received from CUPE to commence bargaining with a view to amending the existing Collective Agreement.

**b) Renewal rates for Manulife benefits**

An email was received from the town indicating rate changes to benefits effective October 1, 2017.

**Treasurer's Report:**

G. Serviss entered at this time.

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending June 30, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$55,674.96. Carried

Motion #5:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending July 31, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$40,760.43. Carried

Motion #6:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending August 31, 2017 and payment of accounts reflected therein be approved as submitted with expenditures of \$73,368.62. Carried

**Reports: a) CEO Report**

Motion #7:

Moved by B. Bailey, seconded by G. Serviss that the CEO's Report of Monday September 25, 2017 be accepted as presented. Carried.

With regards to the Meraki licence, the licence was renewed as it had expired and was required for continuing operations. As the renewal is only for one year, A. Foster is to review some options and bring them forward prior to next renewal.

A return bin was reviewed as part of the circulation desk, but any changes would have to incorporate accessibility. A. Foster to review and provide rough estimate. It was suggested that this change could sit in preparation for potential accessibility grants.

**Old Business: nil**

**New Business: a) Forming a bargaining committee**

Motion #8:

Moved by N. Chan, seconded by G. Serviss that A. Foster, B. Bailey, and E. Chow be appointed to the bargaining committee for the current round of negotiations. Carried

**b) Policy manual**

Given the state of the policy manual, it was suggested that the separation of policies and procedures. In addition, A. Foster to provide a plan for the improvement of the policy manual.

**Member Input:** A. Foster indicated that a draft budget is to be prepared by end of Nov. J. Carmody indicated that a draft can be prepared for the October board meeting.

**Next Meeting:** October 23, 2017.

**Adjournment:** Motion # 9:

Moved by N. Chan seconded by B. Bailey that the meeting of Monday September 25, 2017 be adjourned at 5:26 pm. Carried.

  
\_\_\_\_\_  
E. Chow, Chairperson

  
\_\_\_\_\_  
N. Chan, Secretary

Oct. 23, 2017  
Date