



18 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 26, 2016**

Call to Order: The meeting was called to order at 4:05 pm.

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

Absent: S. Scott

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by D. Rowan that the agenda for Monday September 26, 2016 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by G. Serviss, seconded by J. Carmody that the minutes of Monday June 27, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Motion # 3:

Moved by B. Bailey, seconded by J. Carmody that the minutes of Friday August 19, 2016 Library Trustee Board special meeting be accepted as presented. Carried.

Motion # 4:

Moved by N. Chan, seconded by G. Serviss that the minutes of Monday September 19, 2016 Library Trustee Board special meeting be accepted as presented. Carried.

Correspondence:

- a) **Canadian Special Operations Regiment (CSOR) Library Development**
Contacted regarding the possibility of the library hosting a tool loaning workshop. It seemed like a potential fit as it in line with maker spaces. However, there is currently no seed money for this project and space will have to be addressed. This project may be considered at a later time.
- b) **Family and Children's Services of Renfrew County**
A letter of thanks was received.
- c) **Resignation Letter**
A letter of resignation was received from S. King. She indicated that she will not be returning to her position.

Treasurer's Report:

a) Income Statement

Motion #5:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending June 30, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$47,113.44. Carried.

Motion #6:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending July 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$37,871.21. Carried.

Motion #7:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending August 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$48,614.56. Carried.

J. Carmody noted that the revenue is slightly lower than expected as the Provincial Operating Grant has not yet been received. S. Durand noted that she was contacted and the fund will be deposited soon.

Reports:

a) CEO

The report was provided.

The roof repair for the Library will be paid for from the development charges. The roof is estimated to cost \$32,500. The contract for the work has already been awarded.

G. Serviss asked about the number of entrants for the trivia night. S. Durand noted that 22 teams have been registered out of a possible 32 teams.

It was noted that 65 kids have registered for the read-a-thon. The Children's programmer contacted local schools in early September; however, no bookings for September were received. G. Serviss requested that a copy of the invitation be sent to him and that he could distribute.

The mega machines display was very successful with approximately 650 kids participating.

Motion #8:

Moved by B. Bailey, seconded by D. Rowan that the CEO's Report of Monday Sept. 26, 2016 be accepted as presented. Carried

Old Business:

a) CEO Review Committee

It was noted that the CEO performance review had been performed. The performance appraisal was divided into three possible ratings: Needs Improvement, Satisfactory, Exceeds Expectation. S. Durand received a rating of Satisfactory Plus. S. Durand had prepared goals for comparison in future evaluations. It was requested that S. Durand provide a copy to all board members.

New Business:

a) Supervisor Children & Teen Services

It was recommended that the position not be filled at this time.

b) Staff Contract Positions

To address the staff shortage, two contract workers will have their hours/duration extended.

c) January 2017 Board Meeting

S. Durand suggested moving the January meeting due to unavailability.

Motion #9:

Moved by D. Rowan, seconded by B. Bailey that the regularly scheduled Board meeting in January 2017 be moved to Jan. 16, 2017. Carried.

Closed Meeting:

Motion #10:

Moved by N. Chan, seconded by J. Carmody that the PPL Board enters into closed session to discuss personal matters about an identifiable individual at 4:54 pm. Carried

Motion #11:

Moved by D. Rowan, seconded by G. Serviss that the PPL Board exits closed session at 5:10 pm. Carried.

Member Input: G. Serviss asked whether the book depot/outlet in St. Catherines had been investigated. S. Durand replied that yes it has been investigated, but no materials have been ordered yet.

Next Meeting: October 24th, 2016.

Adjournment: Motion # 12:

Moved by N. Chan, seconded by B. Bailey that the meeting of Monday, Sept. 26, 2016 be adjourned at 5:11 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Oct. 24, 2016
Date