



16 Civic Centre Road, Petawawa, Ontario K8H 2H5
Tel: (613) 687-2227 • Fax: (613) 687-2527

**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, June 27, 2016**

Call to Order: The meeting was called to order at 4:02 pm.

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

Part-time: J. Carmody, S. Scott

Absent: D. Rowan

Approval of Agenda: Motion # 1:

Moved by B. Bailey, seconded by G. Serviss that the agenda for Monday June 27, 2016 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 the Monday May 30, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence:

J. Carmody entered the meeting at this time.

- a) **Enabling Accessibility application notice from Cheryl Gallant, M.P.**
A letter was received from the M.P.'s office regarding availability of grants for workplace accessibility. E. Chow questioned whether the grant was one that required local matching. S. Durand responded that it was not explicitly mentioned and that she would investigate further.
- b) **Community Partner Award recipient Petawawa Military Family Resource Centre**

The crystal award was shown to the Board. This award is only presented to a single organization per year and was received as part of the partnerships over the year (e.g. S.T.E.A.M)

Motion #3:

Moved by E. Chow, seconded by J. Carmody that the Board of Trustees thank the staff & congratulate them on their efforts in achieving the Community Partner Award from PMFRC. Carried.

- c) The Marketing Libraries Think Tank workshop notification from the Federation of Ontario Public Libraries**
Notification was received.

S. Scott entered the meeting at this time.

Treasurer's Report:

a) Income Statement

J. Carmody presented a Salary Grid Budgeting tool, which can be used to help with budgeting purposes in future years.

Motion #4:

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending May 31, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$36,378.74. Carried

b) Maintenance Contract additional expenses

S. Durand noted that air conditioning maintenance was performed that was above the budget amount, just under \$400, but that the amount could be absorbed by the budget in other areas.

Painting of the walls will be delayed to approximately September when financials can be better assessed. It was also mentioned that carpet cleaning has been completed.

Reports:

a) CEO

The report was provided with no additional highlights

b) Children's/Teen Department

It was noted that ET in the garden had to be rescheduled due to the Midway. Book sale did well, but it was not communicated that it would not continue into Sunday. In the future, if Sunday sales will be done, this could be performed by the Friends of the Library. Green Screen event had low attendance. An error for the date on the notice was observed. Communication with Parks and Rec to ensure they verify

all dates and times with the Library prior to printing of any advertisements. Summer activities have been opened for registration and several activities are already full. It was noted that Storytime in the park will be rescheduled to 9:30am to better manage the summer heat.

Motion #5:

Moved by S. Scott, seconded by B. Bailey that the CEO's Report of June 27, 2016 be accepted as presented. Carried

Old Business:

a) Action List 2016 Development

Action list was reviewed. S. Durand presented the new spreadsheet to keep track of actions, which can be used for future meetings.

New Business:

a) Municipal Signage Program

PPL to be included on the town standard signage. A standard library symbol will be added. S. Durand to ask whether additional signage directing public towards the library can be added.

b) Proposed Board Meeting August 22 or 29

An August regular scheduled meeting is not required. If anything becomes pressing, a special meeting will be called.

c) Holiday weekend hours

The Library will remain open on Saturdays of long weekends for the duration of the summer to determine whether it is worth staying open. The Library remained open on May long weekend and received 122 patrons. Financially, increase in wages will be close to neutral as staff would not bank time prior to the holiday weekend, but rather it would become part of the regular working hours.

Member Input: S. Scott asked whether the Library was included in the PMFRC welcome packaged. S. Durand noted that she will confirm with PMFRC.

N. Chan noted that a summer social had not been arranged yet. B. Bailey has offered to act as organizer.


Next Meeting: September 26, 2016

Adjournment: Motion # 6:

Moved by B. Bailey, seconded by S. Scott that the meeting of Monday, June 27, 2016 be adjourned at 16:51. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Sept. 26, 2016
Date