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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, March 21, 2016**

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

Attendance: E. Chow, S. Durand, B. Bailey, J. Carmody, G. Serviss, S. Scott, N. Andrechek
T. Sylvestre (Welch LLP)

Part-time: N. Chan

Presentation of Financial Audit 2015 by T. Sylvestre, Welch LLP:

T. Sylvestre distributed the reports and explained that a draft financial statement was being presented versus a final copy because the 2013 pay equity situation is still unresolved. She indicated that there is a surplus of \$9,622 at this time and declared that 2015 was a good year with great bookkeeping, accounting and controls in place.

After discussion regarding the pay equity situation, Tami explained that if and when a dollar figure for the settlement is determined, it would have to be included as an unfunded liability in the financial statement. The letter to Templeman requesting a reply to Welch LLP for audit purposes was reviewed. Should there be no figure determined, the amount will have to be indicated in next year's financial statement.

a) Approval of draft financial statement: Motion #1:

Moved by G. Serviss, seconded by N. Andrechek that the draft financial statement be approved for the year ending December 31, 2015 pending a satisfactory response from Terry Whyte/ Templeman Menninga - legal counsel. Carried

Approval of amended Agenda: Motion # 2:

Moved by G. Serviss, seconded by N. Andrechek that the amended agenda for March 21, 2016 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 3:
Moved by N. Chan, seconded by J. Carmody that the minutes of the Monday, February 22, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

a) Income Statement to February 2016

Motion #4:

Moved by J. Carmody, seconded by S. Scott that the financial statement for the period ending February 29, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$48,529.93. Carried

b) Draft Budget 2016

After discussion was held regarding the draft budget, it was noted that budget finalization would be required in two weeks. There was discussion about the 3.4% increase overall requested. The budget includes the 2 proposed contract positions. The budget workshop will be held April 7, 2016.

Motion # 5;

Moved by N. Chan, seconded by J. Carmody that the 2016 Draft Budget be accepted as presented and be submitted to the Town with a Municipal Subsidy request of \$532,011 on April 7, 2016. Carried

c) Two 2016 Contract positions:

Motion # 6:

Moved by G. Serviss, seconded by N. Andrechek that the two 2016 contract positions that the CEO developed and budgeted for, that includes the majority of the Supervisor of Children and Teen Services job responsibilities, be approved to have been filled internally, until the end of the maternity leave. Carried.

Reports:

a) CEO to March 2016

b) Children's Report February/March 2016

New Business:

a) Board member resignation

Motion # 7:

Moved by Beth Bailey, seconded by G. Serviss that, with deep regret, we accept N. Andrechek letter of resignation. Carried.

At this point, the Chairperson announced that the remainder of the agenda items would be deferred to the meeting of April 25, 2016

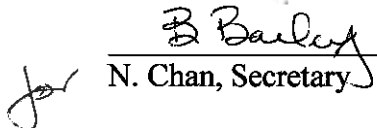
Next Meeting: April 25, 2016

Adjournment: Motion # 8:

Moved by S. Scott, seconded by N. Andrechek that the meeting of
March 21, 2016 be adjourned at 5:52 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Apr 25, 2016
Date