



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, May 30, 2016**

**Call to Order:** The meeting was called to order at 4:01 pm.

**Attendance and welcome to new member:** B. Bailey, N. Chan, E. Chow, S. Durand, G. Serviss

Part-time: J. Carmody, D. Rowan, S. Scott

E. Chow welcomed the Board's newest member Declan Rowan. D. Rowan commented that he would be unable to stay for the whole meeting or attend June's meeting due to prior scheduling conflicts, but is looking forward to working with the rest of the Board at the following meeting in September.

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

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

**Conflict of Interest:** nil

J. Carmody entered the meeting at this time.

**Minutes:** Motion # 2:

Moved by N. Chan, seconded by B. Bailey that the minutes of the Monday April 25, 2016 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:**

a) **Renfrew County Catholic District School Board**

Card of thanks was received for allowing students to display their artwork in recognition of Catholic Education Week

b) **Elementary School Teachers**

Several Thank You emails were received by our programmer from teachers who were also sharing the enjoyment of the program to encourage other teachers to visit

**c) Art Tree Project**

On May 2, confirmed with Christine Mitchell that the PPL was willing to do record keeping, collection of fees for the kits and act as a drop-off location

**d) Ontario Volunteer Service Awards**

On April 26, we received email notification, as per our application, that E. Chow would be recognized with a lapel pin and certificate on June 1, 2016

**Treasurer's Report:**

**a) Income Statement**

Motion #3:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending April 30, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$39,514.77. Carried

**b) Electronics Funds Transfer for Subsidy**

S. Durand had asked the town whether the monthly subsidies could be switched to direct deposit. The town has agreed. This should result in a more efficient transfer of funds.

This is also being explored for any other relevant services that are used.

**c) Charity Account Usage**

Collected donations in the account are currently sitting there with monthly fees being deducted. J. Carmody noted that a policy should be implemented for the account to provide guidance on the use of the account. The guidance must include any requirements for the account, such as not to be used to augment the operating the budget.

S. Scott entered the meeting at this time.

**Reports:**

**a) CEO**

The Friends of the Library group has been formed. S. Scott noted that the Librarians' meeting is not restricted to schools only and is open to all, such as Canadian Nuclear Laboratories and Algonquin College. G. Serviss asked whether the walking poles, GPS and snowshoes were getting used. S. Durand responded that the walking poles were being used almost constantly. The snowshoes were also getting lots of use during the winter months. The GPS was used less frequently.

D. Rowan left the meeting at this time.

**b) Children's**

G. Serviss offered to provide consulting for student volunteer applications. E. Chow noted that a staff member appeared to be doing lots of library activities and wondered if the staff was able to perform all of these activities within the contract time allocated, as opposed to volunteering their time. S. Durand replied that the work was being performed within the contract time.

**c) Adult**

The Trivia night was a success with approximately \$630 raised through 10 teams.

**Motion #4:**

Moved by S. Scott, seconded by B. Bailey that the CEO's Report of May 30, 2016 be accepted as presented. Carried

**d) Trustee Council – S. Scott**

**Motion #5:**

Moved by S. Scott, seconded by N. Chan that the Trustee Council meeting report for April 2016 be accepted for information. Carried.

**Old Business:**

**a) Minutes of the February 2016 CEO Hiring Committee meeting**

**Motion #6:**

Moved by N. Chan, seconded by B. Bailey that the Minutes of the CEO Hiring Committee dated Feb 11, 2016 be appended to the Employee Hiring Policy to provide information. Carried

**b) Performance Appraisal CEO date**

E. Chow took an action to set a date for the first meeting.

**c) Action List 2016 Updated May 2016**

S. Durand noted that many of the actions of the list has been completed and asked when they should be removed. N. Chan responded that completed actions could be removed once they have been reviewed by the Board. N. Chan to work with S. Durand to improve on the Action List.

**New Business:**

**a) Senior Community Grant Program**

The grant has been approved and includes funding to hire an employee who would have sole responsibility to co-ordinate a series of eighteen Savvy Seniors (55+) programs beginning in September 2016.

**b) Canada Summer Jobs**

Approval received to hire one Children's Summer Program Coordinator responsible for preparing and conducting the TD Summer Reading Program. The employment lasts for 8 weeks.

**c) Renfrew County Housing Corporation 20,000 Homes Project and Renfrew County Libraries**

It was determined that the Libraries represent the best way to reach those who are vulnerable and living in rural areas and may be homeless. PPL will provide space for trained volunteers to conduct program.

**Closed Meeting:**

Motion #7:

Moved by S. Scott, seconded by G. Serviss that the PPL Board enters closed session to discuss matters regarding an identifiable individual at 5:08 p.m. Carried

Motion #8:

Moved by J. Carmody, seconded by G. Serviss that the PPL Board exits closed meeting at 5:26 p.m. Carried

Motion #9:

Moved by S. Scott, seconded by B. Bailey that the Circulation Clerk be moved from start step to step 1 as per policy. Carried

Motion #10:

Moved by G. Serviss, seconded by J. Carmody that the CEO is approved to hire a summer student as per funding. Carried

Motion #11:

Moved by N. Chan, seconded by S. Scott that the CEO is approved to hire Payroll/Bookkeeper Clerk on a one year contract at \$21/hour and 20 hours per month. Carried.

**Member Input:** G. Serviss noted that previously for the electronic bin, an individual had gone around their neighbourhood with a pick-up truck to pick up waste electronics during bulk collection week. This resulted in lots of waste electronics to fill the electronic bin and may be an avenue for the Friends of the Library to contribute in raising some funds for the Library.

G. Serviss also noted that *By Chance Alone* author, Max Eisen will be visiting Petawawa to speak at Valour. Max's book recounts the true story of courage and survival at Auschwitz. Max would potentially be available on the evening of June 15<sup>th</sup> to speak at the Library, if there was interest. S. Durand noted that she will work on it.

**Next Meeting:** June 27, 2016

**Adjournment: Motion # 12:**

Moved by G. Serviss, seconded by J. Carmody that the meeting of Monday, May 30, 2016 be adjourned at 5:43 pm. Carried.

  
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E. Chow, Chairperson

  
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N. Chan, Secretary

Jun 27, 2016  
Date