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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, October 24, 2016**

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

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

Part-Time: D. Rowan

Approval of Agenda: Motion # 1:

Moved by B. Bailey, seconded by S. Scott that the agenda for Monday Oct. 24, 2016 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by N. Chan, seconded by G. Serviss that the minutes of Monday Sept. 26, 2016 Library Trustee Board meeting be accepted as presented. Carried.

Motion # 3:

Moved by N. Chan, seconded by B. Bailey that the minutes of Monday, Oct. 3, 2016 Library Trustee Board special meeting be accepted as amended. Carried.

Correspondence:

a) Ontario Honours and Awards Secretariat Survey

In regards to E. Chow's volunteer award, a survey was sent to gather feedback to improve the process in future years.

b) Ontario Libraries Capacity Fund

This is the last year of the Information Technology and Service Capacity Grant. We have been approved to receive the grant in the amount of approximately \$4,500.

c) SOLS Provincial Licensing Program

Future years are expected to cost approximately \$14k.

d) Youth Internships Program

Due date for application to Innovation, Science and Economic Development Canada (formerly Industry Canada)'s Youth Internship Program is Oct 28th. Application has been made.

D. Rowan entered the meeting at this time.

Treasurer's Report:

a) Income Statement

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending Sept. 30, 2016 and payment of accounts reflected therein be approved as submitted with expenditures of \$45,164.54. Carried.

It was noted that the pay equity cost is currently not included in the budget. However, capital projects are currently on hold to help balance this year's budget. A budget line may be added to future years; however, the auditor may be consulted to determine the best way to capture the liability.

It was also noted that the salary cost summer student under the expense line showed a \$0 value even though a value should be present. This line will be reviewed with bookkeeper to ensure this value is properly captured.

In addition, the conference and training expense is currently underspent. It was asked whether the full amount will be spent. S. Durand replied that current courses are not expected to be invoiced in Dec. In addition, the budget line will be reviewed in regards to OLA conference attendance.

Union:

Information received from the county on collective bargaining was provided to staff. A press release was issued on the PPL staff voting to unionize. A union certificate was received from the Ontario Labour Relations Board. A contract blueprint was received from Resolve Labour Relations Solutions. S. Durand summarized that according to documentation received from Labour Board that for at least 4 months or until a collective agreement is reached (whichever is sooner) we are prohibited from changing wages or terms or conditions of employment, without written permission from the Labour Relations Board.

It was also noted that as a result of unionization, the Policy Manual will require updating to align accordingly.

Reports:

a) CEO

The report was provided.

The success of the “Through the Reading Glass” Read-a-thon was highlighted with 77 registrants with over \$1000 raised for the event. As well, The “Topsy Tea and Trivia” was also successful in raising over \$2200 with the number of tables sold out.

Motion #5:

Moved by D. Rowan, seconded by S. Scott that the CEO’s Report of Monday Oct. 24, 2016 be accepted as presented. Carried.

b) Children’s/Teen Department

The report was presented. The following was highlighted: The Thanksgiving bake sale raised \$292 over 2 days and the Haunted House “Malice in Wonderland” planning is underway.

Old Business:

a) Motions required for Resignation letter and Staff Contract

Motion #6:

Moved by B. Bailey, seconded by D. Rowan that the resignation letter from Supervisor of Children and Teen Services be accepted with regret. Carried

Motion #7:

Moved by G. Serviss, seconded by J. Carmody that the Library Support Clerk and Programmer contact be ratified as presented in the September Board meeting. Carried.

New Business: nil

Closed Meeting:

Motion #8:

Moved by S. Scott, seconded by B. Bailey that the PPL Board enters into closed session to discuss personal matters about an identifiable individual, including employees at 5:12 pm. Carried

Motion #9:

Moved by N. Chan, seconded by G. Serviss that the PPL Board exits closed session at 5:24 pm. Carried.

Member Input: D. Rowan shared that the trivia night was fun and was excited by all the activities occurring at the library.

All other attending members of trivia night reiterated the sentiment and wanted to congratulate staff on a job well done.

S. Scott added that the Trustee Council meeting will be held on Nov 5th.

B. Bailey noted excitement that the Savvy Senior program is underway.

J. Carmody noted that the initial budgets to town must be submitted by Nov. 14th.
E. Chow inquired as to a Board Christmas party. Based on interest and scheduling, an event will be organized in the new year.

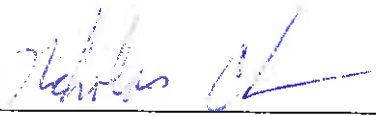
Next Meeting: November 28th, 2016.

Adjournment: Motion # 10:

Moved by N. Chan, seconded by D. Rowan that the meeting of Monday, Oct. 24, 2016 be adjourned at 5:29 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date