



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, December 14, 2015**

Call to Order: The meeting was called to order at 4:06 pm.

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

Part-time: B. Bailey

Absent: N. Andrechek, S. Scott

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for December 14, 2015 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 the Nov. 23, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

a) Staff Hours and Wages September 2015 as per Policy

In regards to two staff members, who had passed their probation period and had moved to Step 1 of the Pay Grid, as per Policy. S. Durand to look through to determine whether a previous motion had already made mention of this increase.

**b) Comparative Income Statement for November 2015 and Forecast
Motion #3:**

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending Nov. 30, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$50,567.73. Carried

J. Carmody noted that the library is currently tracking to finish the year with a deficit. S. Durand noted that there are additional revenues in December to help offset this deficit. It was noted that the overall deficit with these new revenues should track to approximately \$5000. However, it was also noted that some budget line items may not be fully spent by year end to further offset this deficit.

B. Bailey arrived at this time.

c) Finance Committee January 2014 meeting date

All members of the Finance committee were not present, but J. Carmody confirmed that a budget meeting will be convened in January.

d) 2016 Budget – Staff Hours and Wages and Hours of Service

Motion #4:

Moved by J. Carmody, seconded by G. Serviss that the new 2016 Pay Grid, including 1% CPI increase, as per the Policy Manual, be implemented as presented. This is to be effective Jan. 1, 2016. Carried

Motion #5:

Moved by N. Chan, seconded by G. Serviss that the 2016 staff hours be reinstated to 2014 levels. This is to be implemented for the first full pay period of January 2016 as presented. This is based on 2016 Proposed Payroll Budget A. Carried.

Motion #6:

Moved by B. Bailey, seconded by G. Serviss that the Hours of Operation policy, regarding Thursday hours, be reinstated to 2014 number of hours. This is to be implemented for the first full pay period of January 2016. Carried

Reports:

a) CEO report

S. Durand highlighted that 12 exam proctoring sessions had been booked so far and that it seems to be growing. In addition, two of the artificial Christmas trees had been sold. E. Chow noted that it was disappointing to not see the Festival of Trees for this year. It was noted that since organizations sponsor a tree, that this could be a fundraiser opportunity for next year. As well, approximately 122 people took part in the Christmas Cheer event hosted at the Library.

Motion #7:

Moved by B. Bailey, seconded by N. Chan that the CEO's Report of December 14, 2015 be accepted as presented. Carried.

b) Children Programming – Articles from Newspaper

Newspaper articles for Discovery Dayz and the Scary Story Contest were provided.

c) Youth Intern-Program report as submitted to Industry Canada's Wiki Site

The Youth Intern-Program report was provided for information

d) Telus Campaign

Telus has installed a charging station for 2016, with some advertising. Telus will be paying \$500 for the use of the space, at the end of 2016.

Old Business:

a) Bank Account for Corporation of the Town of Petawawa Public Library (Charity)

S. Durand noted that in order for the bank card to be issued, a letter will have to be prepared to the bank with the signature of two signatories. S. Durand will be preparing the letter. The Treasurer will be named holder of the card.

b) Federation of Ontario Public Libraries initiatives

S. Durand noted that currently FOPL would charge \$750 per year for membership fees, if the PPL wanted to join. S. Durand to investigate whether a lower fee would be possible and report back to the Board.

c) Action List

An action list was created to document outstanding actions as a result of Board meetings. The action list was updated and completed actions removed.

Hiring Committee:

a) Terms of Employment – CEO – amended December 2015:

Motion #8:

Moved by N. Chan, seconded by B. Bailey that the updated Terms of Employment for the CEO be accepted as presented. Carried.

It was noted that additional recommendations for the CEO hiring process will be provided in the Feb 2016 Board Meeting.

Member Input: B. Bailey inquired whether the electronic waste drop box had been transferred to the Library. S. Durand confirmed that it had and that the Civic Centre staff were providing some support.

N. Chan noted that he will be away for the January Board meeting and that an acting secretary will be required. B. Bailey has volunteered to be the acting secretary.

Next Meeting: January 25, 2016

Adjournment: Motion # 9:

Moved by N. Chan, seconded by B. Bailey that the meeting of
Dec. 14, 2015 be adjourned at 5:50 pm. Carried.



E. Chow, Chairperson

G. Servigs, Vice Chairperson

January 26, 2016

Date



N. Chan, Secretary