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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, September 28, 2015**

**Call to Order:** The meeting was called to order at 4:05 pm.

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

**Approval of Agenda:** Motion # 1:  
Moved by J. Carmody, seconded by S. Scott that the agenda for Monday  
September 28, 2015 Library Trustee Board meeting be accepted as presented.  
Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:  
Moved by N. Chan, seconded by B. Bailey that the minutes of the  
Monday July 27, 2015 Library Trustee Board meeting be accepted as  
presented. Carried.

**Correspondence:** An itemized invoice was received from Templeman for legal services  
rendered.

A letter was received from Canada Revenue Agency with regards to the  
Corporation of the Town of Petawawa Public Library and is discussed further in  
Old Business.

**Treasurer's Report:**

**a) Comparative Income Statement for July and August, 2015**

Motion #3:

Moved by J. Carmody, seconded by S. Scott that the financial statement for the  
period ending July 31, 2015 and payment of accounts reflected therein be  
approved as submitted with expenditures of \$44,893.88.

Motion #4:

Moved by J. Carmody, seconded by S. Scott that the financial statement for the period ending July 31, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$52,064.98.

A question was posed regarding the high building maintenance fee. S. Durand responded that the cost includes a one-time fee for roof repair and that it should not be present in next year's budget.

**b) Budget Forecasting to December 31, 2015**

S. Durand provided budget forecasting for the remainder of the year. It was noted that conservatively, there is an approximately \$10k deficit forecasted without any changes. E. Chow suggested that the Finance Committee is to review the current budget with the CEO in order to identify areas where cost savings could be achieved to balance the projected shortfall.

**c) Pay Equity**

A recommendation of further retroactive pay dated to January 1, 2013 was provided to the Board. However, no official documentation was received by the Board in regards to the Pay Equity Commission. S. Durand to request formal documentation from Templeman.

**CEO's Report:**

Motion #5:

Moved by N. Andrechek, seconded by B. Bailey that the CEO's Report of Sept. 28, 2015 be accepted as presented. Carried.

It was noted that the statistics provided should also include comparisons to prior years, during the same time frame.

A draft of the Annual Report 2014 handout was provided to Board members for information.

**Staffing:**

**a) Youth Intern Contract position – Industry Canada/OLA**

S. Durand informed the Board that a grant was provided from Industry Canada that would fully fund a Youth Intern until March 2016.

Motion #6:

Moved by G. Serviss, seconded by B. Bailey that the CEO be approved to hire a Youth Intern utilizing the grant funding from Industry Canada. This is a 420 hour contract to be completed by March 2016. Carried

**b) Maternity/Parental leave request**

A maternity/parental leave request was received from the Supervisor – Children & Teen Services.

**Old Business: a) Canada Revenue Agency Compliance Agreement**

Motion #7:

Moved by G. Serviss, seconded by J. Carmody that Motion #5, moved by Gary Serviss and seconded by James Carmody, be rescinded in full (re: charitable status of the Library wrt CRA) (From meeting of June 22, 2015). Carried

From the correspondence received from the CRA, several actions are required to ensure that the charitable organization of the Corporation of the Town of Petawawa Public Library can continue to be used. The letter to revoke charity status has not been submitted yet.

In addition, S. Durand to verify with the CRA that the addressee of the letter is correct, as text in the letter also indicates another organization. Update: Verification has been done and CRA has reissued letter with name correction.

Motion #8:

Moved by N. Chan, seconded by E. Chow that the current Board Members of the PPL be appointed as directors of the Corporation of the Town of Petawawa Public Library (Charity). Carried

**New Business:** None at this time

**Policy Review Committee:**

**a) Internet Access and Use Policy Amended: 09/11/15**

Motion #9:

Moved by S. Scott, seconded by N. Andrechek that the Internet Access and Use Policy be accepted as amended. Carried.

**b) For October: Terms of Employment – CEO**

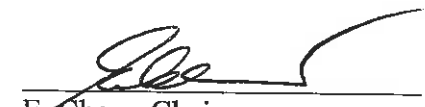
The Hiring Committee & CEO to update the terms of employment to align with OMERS regulations.

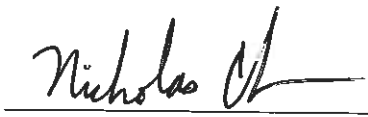
**Member Input:** Nil

**Next Meeting:** October 26, 2015

**Adjournment:** Motion # 10:

Moved by N. Chan, seconded by S. Scott that the meeting of September 28, 2015 be adjourned at 5:45pm. Carried.

  
E. Chow, Chairperson

  
N. Chan, Secretary

Oct. 26, 2015  
Date