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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, April 27, 2015**

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

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

Approval of Agenda: Motion # 1:

Moved by J. Carmody, seconded by G. Serviss that the agenda for the April 27, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Presentation from Tami Sylvestre from Welch & Co. regarding audit:

T. Sylvestre presented the Board with the 2014 financial statements and stated overall that the bookkeeping has been much improved over previous years. She noted that the PPL needed to ensure that monthly bank records and payroll are reviewed and approved.

Motion #2:

Moved by J. Carmody, seconded by S. Scott that the audited financial statements for PPL for year ended December 31, 2014 be approved as presented. Carried

Minutes: Motion # 3:

Moved by N. Chan, seconded by G. Serviss that the minutes of the Monday March 23, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

K. Thompson reported that two separate donations were received: \$2500 from the Petawawa Rotary Club and \$6000 donation from the Royal Canadian Dragoons (RCD) Guild. K. Thompson noted that the RCD guild donation has been

earmarked for both adult and children programming, which includes items such as additional storytimes (which currently still have waitlists) and technology training.

Motion # 4:

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending March 31, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$57,876.65. Carried.

CEO's Report: none at this time. A formal report will be made at the next regularly scheduled meeting.

Old Business: a) 2015 Budget update:

Budget approvals are to be finalized in May by town council. K. Thompson noted that May generally has large bills due and that a discussion with the town to receive lump sum payment as early as possible in May to ensure funds are available to meet the PPL's financial obligations.

b) Charity status and CRA update:

K. Thompson informed the Board that the CRA has indicated that the charity portion of the PPL named "the Corporation of the Town of Petawawa Public Library" will either require an official name change as the PPL is not incorporated, the charitable portion to have its own bylaws and financial books, or to be dissolved and that the PPL could then reapply for charity status. G. Serviss asked whether the PPL could apply for charity status prior to the dissolution to avoid a charity status gap. K. Thompson replied that it is not possible. It was suggested that the PPL continue to operate in this manner until a new CEO has been hired and could start the application process.

c) Employee negotiations update:

K. Thompson informed the Board that the Pay Equity Commission is expected to provide a ruling in August regarding a complaint. Templeman (law firm) has provided an informal recommendation. J. Carmody noted that any recommendations should be formalized and that an opportunity for additional questions regarding any recommendations are required.

New Business: a) New page hire:

K. Thompson noted that a new student page was being hired to replace the former page. The page position currently works on Saturdays.

Member Input: None

Next Meeting: May 25, 2015

Adjournment: Motion # 5:


Moved by N. Chan, seconded by B. Bailey that the meeting of
April 27, 2015 be adjourned at 5:43 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date