



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 25, 2015**

**Call to Order:** The meeting was called to order at 4:04 pm.

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

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

Moved by J. Carmody, seconded N. Andrechek by that the agenda for the May 25, 2015 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes: Motion # 2:**

Moved by G. Serviss, seconded by S. Scott that the minutes of the April 27, 2015 Library Trustee Board meeting be accepted as presented. Carried.

**Motion # 3:**

Moved by S. Scott, seconded by N. Andrechek that the carpet in the Rotary Room be cleaned. Carried.

**Treasurer's Report: Motion # 4:**

Moved by J. Carmody, seconded by G. Serviss that the financial statement for the period ending 30 April, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$67,780.52. Carried.

**Motion # 5:**

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending 31 March, 2015 be approved as amended. Carried.

Motion # 6:

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending 31 December, 2014 and payment of accounts reflected therein be approved as submitted with expenditures of \$51,035.89. Carried.

Motion # 7:

Moved by G. Serviss, seconded by J. Carmody that the financial statement for the period ending 31 January, 2015 and payment of accounts reflected therein be approved as submitted with expenditures of \$44084.73. Carried.

**CEO's Report: Motion # 8:**

Moved by G. Serviss, seconded by S. Scott that the CEO's Report of 25 May, 2015 be accepted as presented. Carried.

R. Murdoch attended until K. Thompson was able to join the meeting. She updated the board on the use of the Rotary room and indicated that Miramichi would be using the room commencing July.

**Old Business: a) Charity Status and CRA update:**

K. Thompson explained situation of the charity as exists now and the fact that it is impossible to simply change the name of the charity.

Motion # 9:

Moved by N. Andrechek, seconded by S. Scott that Revenue Canada is to be contacted to dissolve the charity as it exists now under the current name. Carried.

**b) Update from Hiring Committee**

N. Andrechek updated the board regarding the offer of the CEO position to Ann Marie Mathieu

Motion # 10:

Moved by J. Carmody, seconded by N. Andrechek, that Ann Marie Mathieu be hired upon her acceptance as CEO with the following terms:

1. Start date 60 days from signing of contract
2. No moving expenses to be paid
3. Step 3 starting rate.

And, all other terms in employment contract plus conditions in PPL policy. Carried.

**c) Update on PE Situation**

K. Thompson informed the board that there has been a new caseworker assigned, Adam Kahn. After contacting him, she will report to the board.

**New Business: a) Evaluations of interview process:**

J. Carmody requested that members of the recruitment committee review process in order to improve the procedure.


**Member Input:** E. Chow suggested that discussion be held at next meeting for fees to be charged for groups using Rotary room.

**Next Meeting Date:** 22 June 2015

**Adjournment:** Motion # 11:

Moved by J. Carmody, seconded by N. Andrechek that the meeting of 25 May, 2015 be adjourned at 5:43 pm. Carried.

  
\_\_\_\_\_  
E. Chow, Chairperson

  
\_\_\_\_\_  
B. Bailey for  
N. Chan, Secretary

26 May 2015  
\_\_\_\_\_  
Date