



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, January 26, 2015**

Call to Order: The meeting was called to order at 4:03 pm.

Attendance: N. Andrechek, J. Carmody, N. Chan, S. Scott, G. Serviss, K. Thompson

Part-time: S. Scott

Regrets: E. Chow, G. Brunette

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for the January 26, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Welcome to New Members: K. Thompson welcome all the new and returning members of the board. A brief introduction was given by all attendees

Election of Chairperson, Treasurer and Secretary:

Motion #2:

Moved by G. Serviss, seconded by S. Scott that election of board positions be postponed for February meeting due to absence of all members being present. Carried.

Minutes: Motion # 3:

Moved by G. Serviss, seconded by N. Andrechek that the minutes of the December 15, 2014 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: No correspondence.

Treasurer's Report: No financials are available yet, as the auditor will be available to audit in early February. Financials will be sent out as soon as available. In addition, there is a new provincial grant over the next 5 years. This year's grant is for \$5434. K.

Thompson has suggested that they will be researching the purchase of a green screen as a potential use of the grant. G. Serviss provided a contact that would be knowledgeable about green screens.

CEO's Report: Motion # 4:

Moved by G. Serviss, seconded by J. Carmody that the CEO's Report of Jan 26, 2015 be accepted as presented. Carried.

Old Business: 2015 budget is currently being finished. Budget is to be presented to town CAO on March 4th. April 9th will be the budget workshop. J. Carmody noted that the budget should be in line with town reporting to ensure consistency with other reports. J. Carmody is currently working on a draft version of the template using currently available information.

New Business: a) Approval of 2015 salary grid: Item has been postponed to February meeting to allow board members to review the grid.
b) Acting CEO position to CEO: Item has been postponed to February meeting after election of Chairperson and an opportunity to consult Renfrew County resources regarding any existing human resourcing rules, which would have to be observed.
c) Programming outcomes: K. Thompson provided programming outcomes for the library as information.

S. Scott left the Board meeting at the conclusion of new business.

Closed Session: Motion # 5:

Moved by N. Chan, seconded by G. Serviss that the PPL Board enters into closed Session @17:05 under Section 16.1 (4c) of the Public Libraries Act; to discuss labour relations or employee negotiations. Carried.

Motion # 6:

Moved by N. Chan, seconded by G. Serviss that the PPL Board exits closed session at 17:45.

Member Input: No input was provided

Next Meeting: Special Meeting – TBD
Monthly Meeting – February 23, 2015

Adjournment: Motion # 7:

Moved by N. Chan, seconded by N. Andrechek that the meeting of Jan 16, 2015 be adjourned at 17:51. Carried.



E. Chow, Chairperson



N. Chan, Secretary

Mar 23, 2015

Date



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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, February 23, 2015**

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

Attendance: N. Andrechek, N. Chan, E. Chow, S. Scott, G. Serviss, K. Thompson

Regrets: J. Carmody

Approval of Agenda: Motion # 1:

Moved by E. Chow, seconded by S. Scott that the agenda for the February 23, 2015 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Election of Chairperson, Treasurer and Secretary:

Motion #2:

Moved by N. Chan, seconded by N. Andrechek that Ed Chow be nominated as Chairperson of the PPL Board. Carried.

Motion #3:

Moved by G. Serviss, seconded by N. Andrechek that Nicholas Chan be nominated as Secretary for the PPL Board. Carried.

Motion #4:

Moved by N. Chan, seconded by S. Scott that James Carmody be nominated as Treasurer for the PPL Board. Carried

Establishment of Personnel and Finance Committees:

Motion #5:

Moved by E. Chow, seconded by N. Chan that S. Scott has volunteered to be a member of the Finance committee and G. Serviss and N. Andrechek have volunteered to be members of the personnel committee. They are hereby appointed. Carried

Volunteers to be representatives for Charity Board:

E. Chow noted that the Charity Board required a separate meeting and had to occur outside of the PPL Board. This meeting will be scheduled for a separate time.

Minutes: Motion # 6:

Moved by S. Scott, seconded by N. Andrechek that the minutes of the January 26, 2015 Library Trustee Board meeting be accepted as amended. Carried.

Correspondence: K. Thompson provided a letter sent by Southern Ontario Library Service (SOLS). SOLS requests a representative for the Trustee Council.

Motion #7:

Moved by E. Chow, seconded by G. Serviss that S. Scott be nominated as SOLS representative for Trustee Council. Carried

Treasurer's Report: K. Thompson presented end-of-year preliminary figures for 2014. Numbers will be finalized after the auditor has completed review.

Motion #8:

Moved by N. Chan, seconded by G. Serviss that the PPL preliminary comparative income statement for 2014 be accepted for information. Carried.

CEO's Report: Motion # 9:

Moved by G. Serviss, seconded by S. Scott that the CEO's Report of Feb. 23, 2015 be accepted as presented. Carried.

Old Business: a) **Approval of 2015 salary grid:**

Motion #10:

Moved by G. Serviss, seconded by N. Andrechek that the 2015 salary grid be accepted as presented and be implemented as of Jan 01, 2015. Carried

b) **Acting CEO position to CEO:**

Motion #11:

Moved by N. Chan, seconded by G. Serviss that the Acting CEO be appointed to the position of CEO notwithstanding any existing personnel policies, effective immediately. Carried

Closed Session:

Motion #12:

Moved by N. Chan, seconded by G. Serviss that the PPL Board enters closed session to discuss labour relations or employee negotiations @5:20 pm. Carried

Motion #13:

Moved by G. Serviss, seconded by S. Scott that the PPL Board exits closed session @5:38 pm. Carried

c) 2015 Budget discussion:

Motion #14:

Moved by G. Serviss, seconded by S. Scott that the 2015 Budget be accepted as amended. Carried

New Business: a) Changing board by-law re: meetings:

Motion #15:

Moved by S. Scott, seconded by G. Serviss that the Bylaw 4 Meetings of the Board be accepted as amended. Carried.

b) Amortization Policy:

Motion #16:


Moved by S. Scott, seconded by G. Serviss that the Amortization Policy be accepted as amended. Carried.

Member Input: No input was provided


Next Meeting: March 23, 2015

Adjournment: Motion # 17:

Moved by G. Serviss, seconded by N. Andrechek that the meeting of Feb. 23, 2015 be adjourned at 5:49 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date



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**Minutes of the Special Meeting of the Petawawa Library Board of Trustees
Monday, March 9, 2015**

Call to Order: The meeting was called to order at 4:03 pm.

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

Regrets: N. Andrechek

Closed Session:

Motion #1:

Moved by N. Chan, seconded by S. Scott that the PPL Board enters closed session to discuss labour relations or employee negotiations @4:03 pm. Carried

Motion #2:

Moved by G. Serviss, seconded by J. Carmody that the PPL Board exits closed session @4:18pm. Carried

Motion #3:

Moved by S. Scott, seconded by G. Serviss that the following be appointed to the recruitment committee: J. Carmody, N. Chan, G. Serviss

Motion #4:

Moved by S. Scott, seconded by G. Serviss that the PPL Board enters into closed session to discuss labour relations or employee negotiations @5:30 p.m.

Motion #5:


Moved by N. Chan, seconded by J. Carmody that that PPL Board exits closed session @ 5:50pm

Adjournment: Motion # 6:

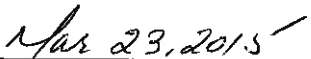
Moved by N, Chan, seconded by G. Serviss that the meeting of March 9, 2015 be adjourned at 5:50 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary



Date