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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, June 22, 2015**

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

Attendance: N. Andrechek, J. Carmody, N. Chan, E. Chow, S. Durand, R. Murdock, G. Serviss, K. Thompson

Regrets: B. Bailey, S. Scott

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by G. Serviss that the agenda for Monday June 22, 2015 Library Trustee Board meeting be accepted as amended. Carried.

Introduction of Sheila Durand, new CEO

Sheila Durand introduced herself and gave a brief summary of her work history. She was quite impressed with the facilities and is looking forward to moving to the area. She is excited to be starting her new role in the near future.

Conflict of Interest: nil

Presentation from K. Williams

Kelly Williams, acting as the Chairperson for the 150th anniversary for Petawawa, extended an invitation to the Board and the PPL to participate in the event. It is optional, but various roles could be taken during that period in August, such as volunteering, hosting an event, manning a float or any other suggestions are also welcome. Kelly is to be contacted should the PPL and/or the Board like to participate. N. Andrechek is willing to volunteer some time. S. Durand will check with Library staff, once she has officially started in her new role.

Minutes: Motion # 2:

Moved by G. Serviss, seconded by J. Carmody that the minutes of the Monday May 25, 2015 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report:

No treasurer's report is available at this time.

CEO's Report: R. Murdock presented the CEO's report for K. Thompson

Motion #3:

Moved by G. Serviss, seconded by N. Andrechek that the CEO's Report of June 22, 2015 be accepted as presented. Carried.

Old Business: a) CEO hiring

An offer letter was sent to S. Durand and she has accepted the position of CEO.

Motion #4:

Moved by N. Chan, seconded by G. Serviss that Sheila Durand be hired and confirmed as CEO of PPL as per terms of employment dated June 15th, 2015, effective July 13, 2015. Carried

b) Charity status and CRA update – on-going:

A letter was prepared for the dissolution of the charitable status of the Library under the current name. All charitable donations are currently handled through the town. The CEO can decide if it would be more advantageous to re-apply for charitable status under the correct name.

Motion #5:

Moved by G. Serviss, seconded by J. Carmody that the letter to the CRA, in order to revoke charitable status under "The Corporation of the Town of Petawawa Public Library", be sent. Carried.

c) Update on PE situation:

No information is available at this time. PE Commission will provide an update once information is available.

New Business: a) Internet Access and Use Policy

The Internet Access and Use Policy is being delayed to a future meeting to ensure that a proper comparison (e.g. the Town and schools) can be made. J. Carmody noted that the wording needs to be verified against the Town's to ensure proper legal wording. S. Durand noted that many libraries are struggling to ensure that this specific type of Policy is effective, covers the needs and is appropriate

b) Summer BBQ

E. Chow suggested that the annual Board BBQ should include the library staff. R. Murdoch agreed that it would be a good idea. N. Andrechek offered to organize for August.

Member Input: J. Carmody: There is currently an on-line petition against large charges to libraries from large publishers. Currently, libraries will generally pay a premium versus regular consumers, especially on e-books for availability and use of those materials.

K. Thompson: A review of the 2015 wage grids between the library and the town has resulted in a discovery of discrepancies for 3 positions. These resulted from changes at the town level, which were not communicated to the library. Once the salary grid has been updated, the information will be brought forward to the Board.

N. Chan: A policy review of the hiring process will be performed with the hiring committee. Once a policy has been drafted, it will be submitted to the Board for discussion.

Next Meeting: July 27, 2015

Adjournment: Motion # 6:

Moved by G. Serviss, seconded by J. Carmody that the meeting of Monday June 22, 2015 be adjourned at 5:18 pm. Carried.



E. Chow, Chairperson



N. Chan, Secretary

July 27, 2015
Date