



Minutes of the Meeting of the Petawawa Public Library Board Monday, 27 February 2023

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

Attendance: L. Worobec, J. Carmody, B. Bryan, L. Coutu, J. Iles, D. Hunton, S. Dainty, O Ghani

The Land Acknowledgement was read.

Approval of Agenda:

Motion #1

Moved by L. Coutu and seconded by D. Hunton that the agenda for February 27, 2023 be accepted.

Carried.

Conflict of Interest: None

Carried.

Minutes: Motion #2

Moved by J. Iles and seconded by D. Hunton to approve the minutes of the Board meeting of January 30, 2023.

Carried.

Motion #3

Moved by D. Hunton and seconded by J. Carmody to approve the minutes of December 19, 2022.

Carried.

Correspondence: None

Treasurer's Report:

Motion # 4

Moved by O. Ghani and seconded by J. Iles to approve the financial statements for the period ending January 31, 2023, and payment of accounts reflected therein be approved as submitted with expenditures of \$69,901.06.

Carried.

Reports:

Highlights of the CEO report.

A quotation was received from current vendor Whitehots RE processing costs for new additions. (a fee per title); The Library will potentially consider for some collections to assist workflow.

Weeding of adult nonfiction has been completed.

Items not circulated in the past two years, are candidates for removal from the collection. Heritage collection and local interest items may be core and we would de keep them. Phase two of website updates are in the works.

Survey is the data reporting required by the Ministry. The criteria has not changed in the past couple of years. There is a push to increase the funding which we received from the Ministry.

Motion # 5

Moved by B. Bryan and seconded by S. Dainty that the CEO and Programming reports of February 2023 be accepted as presented.

Carried.

Old Business

AODA Training requirement

Reminder was given to submit AODA training certificates.

Policy Review Schedule

The policy review schedule was presented. One column is the annual policies and the second column are on those that have to be reviewed every Board term. The Board is essentially the Policy Review Committee. It is suggested to use Google Docs to share the policies that are for review.

The Mission and Vision Values statements should come from the Community engagement for the Strategic planning. Previously the Board went to tender for consultants to guide the process. Survey went to the public for input.

Rotary Room and Hallway Lighting update

Update to come at the next meeting. The question was asked whether the Rotary Club give any funds. It was noted that they have paid for the carpet and the chairs, and that , yes, on approach they will give funds. We could possibly approach them when funding is needed for the lighting.

New Business:

Interim CEO: appointment

Motion #6

A motion was made by J. Carmody and seconded by L. Coutu to hire L. Tweedie as Interim CEO as per the Letter of offer & Agreement as presented.

Lisa Worobec, CEO, begins a leave of absence March 10th. Lynn Tweedie will be the Interim CEO while Lisa is away. This appointment is recommended by J. Carmody and the Hiring Sub Committee. The Letter of offer was read.

Carried.

Charity Account – signing authorities.

Agreed to add Lisa Coutu and Brenda Bryan, and Daniel Hunton to the Charity Account. J. Carmody is already a signing authority on this account.

Motion #7

Moved by D. Hunton and seconded by L. Coutu to enter closed meeting.

Carried.

Motion was made by J. Carmody and seconded by D. Hunton to approve the minutes of the September 26, 2022, closed meeting.

Carried.

Motion#8

Motion was made L. Coutu and seconded by S. Dainty to come out of closed meeting.

Carried.

Vice Chair Election

Motion #9

A motion was made by J. Carmody and seconded by O. Ghani that D. Hunton be appointed as Vice Chair of the Board.

Carried.

Motion #10

A motion was made by D. Hunton and seconded by J. Iles to permanently remove fines for late returns for all physical items.

Carried.

Discussion:

It was noted that if we reinstate fines we will have negative media response and be behind the other libraries. Not a significant amount of revenue is generated from fines. It was also suggested we advertise fine free policy.

Adding fees for programming to be discussed in future. The Library has been adding no cost programs to date within the budget.

Motion #11

Motion was made by L. Coutu and seconded by B. Bryan that *Policy HR-05 Benefits* be accepted as amended.

Carried.

Motion #12

Motion was made by O. Ghani and seconded by L. Coutu that Policies *HR-08 Statutory and Paid Holidays, Full-time Employees* and *HR-09 Statutory and Paid Holidays, Part-time Employees* be approved as amended.

Carried.

Motion #13

Motion was made by D. Hunton and seconded by J. Iles that Policy *OP-06 Community Information and Displays* be approved as amended.

Carried.

L. Worobec will circulate Strategic Plan workplan for the remainder of the year to the Board for review. To be discussed at the next Board meeting.

Next Meeting: March 27, 2023 @ 4:00 PM

Adjournment:

Motion #14

Moved by S. Dainty and seconded by L. Coutu that the meeting of February 27, 2023 be adjourned at 6:06 PM.

Carried.


D. Hunton for
J. Carmody
J. Carmody, Chairperson


B. Bryan, Secretary

March 27, 2023
Date