

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

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

Attendance: L. Tweedie, B. Bryan, L. Coutu, J. Iles, D. Hunton, S. Dainty,

Regrets: J. Carmody, O. Ghani

The Land Acknowledgement was read.

Approval of Agenda:

Motion #1

Moved by L. Coutu and seconded by S. Dainty that the agenda for March 27, 2023, be accepted.

Carried.

Conflict of Interest: None

Minutes: Motion #2

Moved by S. Dainty and seconded by L. Coutu to approve the minutes of the Board meeting of February 27, 2023 as amended.

Carried.

Correspondence:

1. Card from student thanking the PPL for support.
2. Donation from a patron in amount of \$100 the name of their 7 year old granddaughter. "Thank you for making reading so fun for our granddaughter and whole community."
3. J. Carmody's cousin sends note that we have a great library and shared some links to the Hamilton Public Library.

Treasurer's Report:

Motion # 3

Moved by B. Bryan and seconded by J. Isles to approve the financial statements for the period ending February 28, 2023, and payment of accounts reflected therein be approved as submitted with expenditures of \$52,158.88.

Carried.

Reports:

Motion # 4

Moved by S. Dainty and seconded by L. Coutu that the CEO and Programming report of March 2023 be accepted as presented.

Carried.

Old Business

AODA Training requirement

Reminder was given to submit AODA training certificates.

Rotary Room and Hallway Lighting update

Suggestions for Lighting for sconces in the hallway and lighting in the rotary room have been received from M. Reinert, Community Centre Facility Manager. No formal quotations have been received yet.

Discussion of forms for motions

L. Worobec spoke to the auditor and there is no requirement for the motions forms to be used. Going forward the use of the motion forms at the Board meetings will be discontinued.

New Business:

Policy Reviews

Motion #5

A motion was made by L. Coutu and seconded by B. Bryan to approve

- Policy CIRC-07 *Loans of Library Materials.*
- Appendix G – *Fee Schedule*
- Policy HR-19 *CEO Succession and Extended Leave*

as reviewed and amended.

Carried.

The review of Policy CIRC-06 *Accessible Customer Service* was deferred to the next meeting.

Strategic Plan progress overview

Strat Plan update year 3 was reviewed and activities for 2023 were outlined. Fine Free initiative completed. Approved by the Board in February 2023.

Member Input – S. Dainty recipient of Haleys services, helping with her computer.

Next Meeting: **April 24, 2023 @ 4:00 PM**

Adjournment:

Motion #6

Moved by L. Coutu and seconded by J. Iles that the meeting of March 27, 2023, be adjourned at 5:25 PM.

Carried.


D. Hunton, Vice-Chairperson


B. Bryan, Secretary

2023 June 1
Date