

**Minutes of the Meeting of the Petawawa Public Library Board  
Monday, 28 August 2023**

**Call to Order:** The meeting was called to order at 3:59 pm.

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

**Regrets:** O. Ghani

The Land Acknowledgement was read.

**Approval of Agenda:**

**Motion #1**

Moved by B. Bryan and seconded by L. Coutu that the agenda for August 28, 2023, be approved as amended.

**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 June 26, 2023, as amended.

**Carried.**

**Correspondence:**

1. Email received informing the board and Interim CEO that that the CEO currently on leave will be returning to her position in mid-October.
2. Notification from the Ministry for Seniors and Accessibility that we need to do an Accessibility survey. J. Carmody will seek some information from the Municipality.
3. Email forwarded by the Mayor from the Algonquin Book Club regarding access to the Rotary Room in light of the new Rotary Room Fee schedule, which has removed the Non-profit category. L. Tweedie responded asked them to reach out.
4. Student from Nipissing College reached out to do a field placement.

**Financial Reports:**

a) Treasurer's Report: June / July 2023

Line 78 - We are on the high side for coloured photocopying.

Line 71 and 70 – Periodicals – possible to increase funding for online databases.

Print periodicals will be billed in August and September.

**Motion #3**

Moved by B. Bryan and seconded by L. Coutu to approve the financial statements for the period ending June 30, 2023, and that payment of accounts reflected therein be approved as submitted with expenditures of \$62,086.16.

**Carried.**

**Motion # 4**

Moved by S. Dainty and seconded by J. Iles to approve the financial statements for the period ending July 31, 2023, and that payment of accounts reflected therein be approved as submitted with expenditures of \$ 69,774.90.

**Carried.**

**Reports:**

**Motion # 4**

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

Statistics report for June/July 2023 was presented.

**Old Business**

- a) Front Desk Update – Installed August 6, 2023. All our grant money will be spent. Staff is getting used to the new space. Space now for 3 computers instead of 4. Ergonomic computer stations. Locking casters are coming for the moveable cabinets. Staff have requested a couple of privacy screens and sliding baskets for the cabinets. Will look to have an ergonomics specialist come and consults with staff re new workstations. J. Carmody will ask if the Municipality has someone who does that.
- b) Strategic Plan Update –
  - i. Clarification of staff's input regarding options for a new server – Staff meant more of an update of general tech issues re computer functionality.
  - ii. 3D printer logistics – L. Tweedie researched that a brand of computer costs little more than \$4,000. Filament would be a recurring cost. Staff would have to monitor the builds/prints. Project size would have to be limited. An increase in youth and outreach programming staff would be needed to monitor. Members of the community have inquired about the availability of a 3D printer.
- c) Policies to review.
  - i. HS-04 Workplace Harassment and Discrimination

**Motion #5**

Moved by D. Hunton and seconded by L. Coutu to approved Policy HS-04  
Workplace Harassment and Discrimination as amended.

**Carried.**

**New Business**

- a) Hybrid Meetings – The Public Library Act states that a board member be disqualified “if absent from the meetings of the board for three consecutive months without being authorized by a board resolution”. Petawawa Public Library states 3 consecutive meetings. The Board is not willing to pursue a hybrid meeting option currently.

**Member input**

Members are very happy with the look of the new front service area.

**Next Meeting: September 25, 2023 @ 4:00 PM**

**Adjournment:**

**Motion #6**

Moved J. Iles and seconded by B. Bryan to adjourn the meeting at 5:42 pm.



J. Carmody, Chairperson



B. Bryan, Secretary

2023 SEP 25

Date