



## **Minutes of the Meeting of the Petawawa Public Library Board Monday March 25, 2024**

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

**ATTENDANCE:** L. Worobec, J. Carmody, L. Coutu, S. Dainty, J. Iles, D. Hunton

**REGRETS:** 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 25, 2024 be accepted as presented.

**Carried**

**Statement of Conflict of Interest:** None.

### **Approval of Library Board Minutes:**

#### **Motion #2**

Moved by D. Hunton and seconded by L. Coutu to approve the minutes of the Board meeting of February 26, 2024 as presented.

**Carried**

**Correspondence:** None.

### **Financial Report:**

Treasurer's report for February 2024.

L. Coutu reviewed the report with the Board. There was general discussion about the provincial grant and it being unclear if the value recorded belonged in 2023 or 2024. L. Worobec and L. Coutu to resolve if any of the grants are recorded in incorrect line entries.

There was also general discussion about values in the miscellaneous line entry and the membership values which were resolved by L. Worobec.

#### **Motion #3**

Moved by S. Dainty, seconded by D. Hunton to approve the financial statement for the period ending February 29, 2024 and those payments of accounts



reflected therein be approved as submitted with expenditures of \$69,506.16.

**Carried**

**Library Reports:**

**Motion #4.**

Moved by J. Iles, seconded by L. Coutu that the CEO and programming reports of February 2024 be accepted as presented.

**Carried**

**Old Business:** None.

**New Business:**

(a) Discussion on updates to the gate counter/people counter at the front of the library.

**Motion #5**

Moved by J. Iles and seconded by L. Coutu to approve new hardware and software report quotation of \$971.00 (plus taxes) for the PEARL horizontal counter plus the first year's software licence. (Annual software costs after the first year will be reflected in budgeted expenses.)

**Carried**

(b) Closed session to discuss personal matters about an identifiable individual and to discuss labour relations or employee negotiations.

**Motion #6**

Moved by L. Coutu and seconded by D. Hunton that the board meeting enter a closed session.

**Carried**

**Motion #7**

Moved by L. Coutu and seconded by J. Iles that the board meeting leave the closed session.

**Carried**

**Motion #8**

Moved by D. Hunton and seconded by S. Dainty to authorize the bargaining committee to act according to the parameters established in the closed meeting.

**Carried**

(c) Discussion on policy updates to include staff training days into policy manuals.

(d) Discussed end bookkeeping contract, instructed CEO to pursue quotations for new bookkeeper and bring quotations to next meeting.

(e) Discussed ARUPLO guidelines and consultation meeting with L. Worobec. Instructed CEO to get more information from various strategic/master planners.



- (f) Discussed accessibility requirements in 2024, working on multiyear plan and accessibility policies.
- (g) Discussed updates on cybersecurity training, transition to Office365, and potential town service agreement.

**Member Input:** None.

**Next Meeting date** April 22, 2024.

**Adjournment**

**Motion #9**

Moved by L. Coutu and seconded by J. Iles to adjourn the meeting at 5:45PM.

**Carried**



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J. Carmody, Chairperson



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D. Hunton, Secretary (acting)

2024 Apr 22

Date

