

16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, November 16, 2011**

Call to Order: The meeting was called to order at 3:01 pm.

Attendance: E. Chow, B. Almon Felhaber, T. Sabourin, C. Higgins, N. Chan, J. Coulas

Regrets: J. Carmody, J. Gardner

Approval of Agenda: Motion # 1:

Moved by N. Chan, seconded by B. Almon Felhaber that the agenda for the Wednesday, November 16, 2011 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by T. Sabourin, seconded by B. Almon Felhaber that the minutes of the Wednesday, October 19, 2011 Library trustee Board meeting be accepted as presented. Carried.

Correspondence: A letter was received from the Federation of Ontario Public Libraries inviting the Petawawa Library to join their association. In the past this request has been declined because it was felt that there was not enough benefit to us to justify the cost. The CEO will follow up to see if this is still the case and report back at a later date.

Treasurer's Report: Motion # 3:

Moved by B. Almon Felhaber, seconded by T. Sabourin that the financial statement for the period ending October 31, 2011 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 35 943. 19. Carried.

Motion # 4:

Moved by B. Almon Felhaber, seconded by T. Sabourin that Motion # 3, Dated Sept. 21, 2011 be adjusted to show the payment of accounts for August, 2011 as \$ 37 944. 26. Carried.

Personnel Committee Report: The committee is proceeding to separate the sick leave and long term disability policies into 2 distinct policies. Progress has been with changes to the vacation policy. The committee will be looking at the town policy for comparison purposes.

Librarian's Report: The position of Children's Librarian needs to be filled. The CEO would like to offer this position to Kelly Thompson. This would be an interim position for a period of one year less a day to meet the conditions of the CEO's contract. The Board agreed that this decision belonged to the CEO.

Motion # 5:

Moved by C. Higgins, seconded by N. Chan that the Librarian's Report of November, 2011 be accepted as presented. Carried.

Outstanding Business: Rotary Room Policy: There was some discussion around the policy. Amendments were made to the wording of various clauses and some sections were relocated to more appropriate headings. The entire policy will be approved at the December meeting.

New Business: Strategic Planning: It is time to begin to look ahead and collect feedback. This should be a goal for 2012 with both the Board and the staff working together during the process.


Member Input: Betty Almon Felhaber attended the Trustee Council meeting on Nov. 5, 2011 at Barry's Bay. The next meeting will be held in Eganville in April.

Ed Chow suggested a plan for a staff pay increase, if the funds are available, retroactive to the beginning of 2011. An alternate suggestion was to provide a larger raise at the beginning of 2012. Several issues would have to be addressed if this should occur. Maintenance costs have greatly increased over budget allotments and perhaps money should be set aside to cover these expenses instead. The issue was tabled until the December meeting.

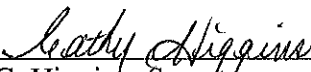
Next Meeting: Wednesday, December 14, 2011 at 6:00 pm.

Adjournment: Motion # 6:

Moved by N. Chan, seconded by C Higgins that the meeting of Wednesday, November 16, 2011 be adjourned at 5:00 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary

Nov. 29, 2011
Date