

Petawawa
Public Library



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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, December 14, 2011**

Call to Order: The meeting was called to order at 6:04 pm.

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

Regrets: none

Approval of Agenda: Motion # 1:
Moved by N. Chan, seconded by B. Almon Felhaber that the agenda for the Wednesday, December 14, 2011 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:
Moved by C. Higgins, seconded by J. Gardner that the minutes of the November 16, 2011 Library Trustee Board meeting be accepted as presented. Carried.
The minutes of the Personnel Committee meeting on October 24, 2011 were presented as information.
The minutes of the Finance Committee meetings on May 4, 2011 and December 12, 2011 were presented as information.

Correspondence: A letter was received from the St. Joseph's Food Bank thanking the Library for their donation from the "Food for Fines" project.

The following names were put forward for the Ministry of
Citizenship and Immigration 2012 Volunteer Service Awards:
Fay and Jim Morden, Elaine Henderson and Theresa Sabourin.

Treasurer's Report: The CEO presented a preliminary budget for 2012 at the Financial Committee meeting. There is still work to be done and the budget will be presented for discussion at the January Board meeting.

Motion # 3:

Moved by B. Almon Felhaber, seconded by C. Higgins that the financial statement for the period ending November 30, 2011 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 42 262. 27. Carried.

Personnel Committee Report: The Chairperson, T. Sabourin, presented the changes to sick leave and disability policies which have been separated into two distinct policies.

Sick leave Policy: There were two main changes. First, discussion arose over part time staff. It was decided that they will receive 10 days per year which will be pro rated according to hours worked. Second, 2 mental health days have been incorporated into the 10 sick days per year.

Disability Policy: Clarification was made regarding the duration of long term disability. The maximum period for receiving these benefits will be 2 years from the beginning of short term disability.

Motion # 4;

Moved by T. Sabourin, seconded by J. Gardner that the Disability and Sick Leave policies be accepted as amended. Carried.

Librarian's Report: Motion # 5:

Moved by T. Sabourin, seconded by J. Gardner that the Librarian's Report of December, 2011 be accepted as presented. Carried.

Outstanding Business: Rotary Room Policy: The CEO presented the revised Rotary Room Rental Policy. The Board discussed some changes to the Fee Schedule, removing organizations and business from personal gatherings. Business will now be a separate category with different fees.

Motion # 6:

Moved by C. Higgins, seconded by J. Carmody that the [Petawawa Public Library Board approve the amended Rotary Room Rental Policy and the Rental Agreement Form (Appendix C to become Appendix A) as presented. This policy change includes the removal of Appendix A - Fee Schedule and Appendix B - Rental Application as they are redundant. Carried.

New Business: a) Motion # 7:

Moved by T. Sabourin, seconded by N. Chan that the CEO of the Library be given the authority to sign tax receipts on behalf of the Petawawa Public Library Board of Trustees and that this authority be entrenched in the job description of the CEO at the next policy revision. Carried.

b) Motion # 8:

Moved by J. Carmody, seconded by N. Chan that Betty Almon Felhaber be Appointed the Petawawa Public Library Board representative for the Trustee

Council meetings. Carried.

- c) SOLS consultant Claire-Marie Paquette-Finley will meet with the Board for a one hour orientation at the meeting in February 2012.
- d) The CEO presented a draft of the AODA Accessible Customer Service Policy. This is a basic policy which can be changed or embellished later. Amendments were made regarding training for employees.
Motion # 9:
Moved by T. Sabourin, seconded by J. Gardner that the Petawawa Library Board of Trustees approve the Accessible Customer Service Policy as amended. Carried.
- e) The suggested goals for the CEO for 2012 have been distilled into 5 workable goals.
Motion # 10:
Moved by N. Chan, seconded by J. Carmody that the proposed goals for the CEO be accepted. Carried.

Member Input: nil

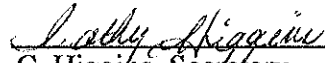
Next Meeting: January 11, 2012 at 3:00 pm.

Adjournment: Motion # 11:

Moved by B. Almon Felhaber, seconded by C. Higgins that the meeting of December 14, 2011 be adjourned at 7:38 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary

Dec 22, 2011
Date

Petawawa Public Library Statistics 2011

Fourth Quarter – Oct., Nov., Dec.

Five Year Comparison



Year	2011	2010	2009	2008	2007
Total Books	16,838	16,252	17,606	17,744	17,863
Total Circulation	29,498	24,574	25,852	26,046	25,501
Program Attendance	444Y 111A	708Y 204A	478Y 224A	683Y 442A	520Y 310A
Adult Program	N/A	N/A	125	61	182
Interlibrary Loans Requested by Petawawa residents	100	255	382	340	450
Interlibrary Loans Requested from Petawawa Library	699	462	631	611	510
Internet Usage					
Adult	1,725A	2,178A	2,901A	1,667A	1,912A
Youth/Junior	518Y	945Y	847Y	648Y	794Y
Internet Hours					
Adult	886A	1,067A	1,104A	1,510.5A	1,599A
Youth/Junior	218Y	410Y	389Y	566Y	327.5Y