



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Jennifer Zoethout, Library Manager/CEO

Meeting Date: May 26, 2015

Subject: Report PPL15-009
Retirement Gifts

Purpose

A report to inform the Peterborough Public Library Board on options for the adoption of a standard gift from the Board for staff who are retiring.

Recommendation

That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-009 dated May 26, 2015 of the Library Manager/CEO as follows:

That the Peterborough Public Library Board approve Report PPL15-009 - Retirement Gifts, and directs the Library Manager/CEO as to their preference.

Budget and Financial Implications

The budget implications depend on the number of retirements each year as each gift will cost approximately \$25.00 including wrapping and card.

Background

The Board asked the Library Manager/CEO to report on the options of a standard retirement gift from the Board for staff, regardless of years of service or position.

Option 1: Mug with inscription "Life is a story - Make yours a best seller" and either coffee or tea, depending on the person.

Option 2: Writing journal with a pen engraved with library logo.

Option 3: Silver, engraved book mark engraved with logo.

Pictures of the items can be provided at the Board's request.

Submitted by,

Jennifer Zoethout
Library Manager/ CEO

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