

Addington Highlands Public Libraries

Library Board Minutes 2008

Addington Highlands Public Library Board

Minutes of January 24, 2008 at Flinton Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

J. Scott

McKinnon

Hasler

Ball

L. Scott

Absent with regrets Hogg and Kerr

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of January 24, 2008

Motioned by J. Scott

Seconded by McKinnon

Carries

To approve agenda.

Approval and Adoption of the minutes of November 28, 2007

Motioned by Hasler

Second by Ball

Carried

To approve and adopt the minutes of November 28, 2007.

Business arising from minutes of November 28, 2007

- Phillips reported no funds from Trillium Foundation were used in 2007.
- Phillips handed out the Reservation policy for books and DVD's passed November 28, 2007

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips presented a possible book bag logo for children's bag. The board all approved and Phillips will send to Trillium for approval.
- Phillips presented a revised Personal Policy to include Family Day and new pay schedule to be twice a month on the 15th and last day of the month.

Motioned by L. Scott

Second by Hasler

Carried

To approve revised pay schedule

- Phillips asked for approval to change all reports to run from first of the month to end of month, instead of from board meeting to board meeting. The board agreed.
- All activity reports from 2007 were reviewed.
- Phillips handed out summaries of the reports for all the funding allocations.
- Phillips reviewed the new set up for record keeping.
- Phillips handed out and reported on the Service Canada proposal for 2008.

Motioned by McKinnon

Second by J. Scott

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- The board discussed the possibility of a drop box for returns. The decision was made to review this matter again next year as it is too costly for the library budget at this time.
- The 2008 Budget proposal was presented to the board, after a review the board accepted the budget

Motioned by Ball

Second by L. Scott

Carried

To send the budget to Council for approval.

Closed Meeting

Date and time of next meeting: February 28, 2008 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by J. Scott

Second by Ball

Carried

To adjourn at 2:45pm

Addington Highlands Public Library Board

Minutes of February 28, 2008 at Denbigh Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

J. Scott

McKinnon

Kerr

Ball

L. Scott

Absent with regrets Hogg and Hasler

Staff: Phillips/CEO, S. Keller

Members of the Public

Approval of the Agenda of February 28, 2008

Motioned by McKinnon

Seconded by Scott

Carries

To approve agenda.

Approval and Adoption of the minutes of January 24, 2008

Motioned by J. Scott

Second by Ball

Carried

To approve and adopt the minutes of January 24, 2008.

Business arising from minutes of November 28, 2007

- Revised personal policy was handed out.
- Phillips reported logo for book bags was approved by Trillium and are ordered.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips went over information need by the township concerning capital expenses.
- Phillips reported the libraries will be offering Service Canada Outreach services again this year.
- Phillips reported on status of Annual Survey.
- Phillips reported on the current success of the Home School program.
- Phillips reported on the status of CAP and Service Canada for the coming year.
- Phillips gave an update of the TD Summer Reading Program.
- Phillips reported that the monthly activity continues to grow over last year.
- All financials were reviewed.

Motioned by Kerr

Second by L. Scott

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- The board discussed the possibility of any problem re: ceremony and presentation of picture to the Denbigh library. Kerr to check with the Council.
- Date, time of possible Book and Bake sale dates discussed also other

fundraising. No decision made at this time, discussion to continue at next meeting.

Closed Meeting

Date and time of next meeting: March 27, 2008 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by L. Scott

Second by Kerr

Carried

To adjourn at 2:20pm

Addington Highlands Public Library Board

Minutes of March 27, 2008 at Flinton Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

J. Scott

McKinnon

L. Scott

Absent with regrets Hogg, Ball, Kerr and Hasler

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of March 27, 2008

Motion move to April 24, 2008 meeting

Approval and Adoption of the minutes of February 28, 2008

Motion moved to April 24, 2008 meeting

Business arising from minutes of March 27, 2008

As there wasn't a quorum all business moved to meeting April 24, 2008

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the book bags have been picked up and both libraries began handing out.

- Phillips reported on progress of Home school program.

- Phillips reviewed information from CEO clinic.

- Phillips reported on Service Ontario.

- Phillips reported starting April 1st both libraries began to open the 20hours proposed in this year's budget.

- Phillips reported final CAP reports have been submitted.

- Phillips reported that the monthly activity continues to grow over last year.

- All financials were reviewed.

Motion to accept CEO report moved to April 24, 2008 meeting.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- Nothing at this time.

Closed Meeting

Date and time of next meeting: April 24, 2008 at the Flinton Library at 1:30.

Motion to Adjourn

The meeting adjourned at 3:00

Addington Highlands Public Library Board

Minutes of April 24, 2008/> at Denbigh Library

Call to Order: by Chair Carol Lessard at 1:30 pm/>.

Attendees:

Lessard

L. Scott

McKinnon

J. Kerr

A. Ball

Absent with regrets Hogg, Hasler and J. Scott

Staff: Phillips/CEO, S. Keller

Members of the Public

Approval of the Agenda of April24, 2008

Motioned by M. McKinnon

Second by J. Kerr

Carried

Approval and Adoption of the minutes of March 27, 2008/>

Motioned by L. Scott

Second by M. McKinnon

Carried

Business arising from minutes of March 27, 2008/>

- After a review of the March 27, 2008/> meeting the following motions were made:

Motioned by L. Scott To approve agenda of March 27, 2008/>

Second by M. McKinnon

Carried

Motioned by McKinnon To adopt minutes of February 28, 2008/>

Second by L. Scott

Carried

Motioned by L. Scott To accept CEO/Treasurer Report

Second by M. Mckinnon

Carried

Motioned by M. McKinnon The March 27,2008/> meeting adjourned at 3:00/>

Second by L. Scott

Carried

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the date for the presentation by the Ball family will be Saturday June 14, 2008/> at 12:30pm/>, at Denbigh Library.

- Phillips reported we received our audit, a copy was sent to the Ministry of Culture April 2, 2008/>, a copy was given to J. Phaul. Copies were handed out to the board members.

- Phillips reported we received our audited records from Trillium with a thank you letter..

- Phillips reported the post project report was sent to Service Ontario April 15, 2008/>. Phillips also reported there is no intention by the Ministry to continue this program at this time. Flyers and bookmark now reflect this information and the regular 20 hours for each location.

- Phillips reported we received 1st CAP payment for 2007/08 for Denbigh and the final payment for Flinton. This program is expected to continue.

- Phillips reported we received our final payment for 2007/08 from Service Canada Outreach services. New contract started April 1, 2008/>.

- Phillips reported that the monthly activity continues to grow over last year.

- All financials were reviewed.

- Phillips presented 1st revised budget

Motioned by J. Kerr To approve 1st revised budget.

Second by L. Scott

Carried

Motioned by M. McKinnon To accept CEO/Treasurer report.

Second by L. Scott

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Phillips reported we received our letter and information re: copy right laws.

New business

- An interest by a Council member to have the library minutes printed off and sent to all council members monthly was discussed. As the minutes are posted on the library web page as soon as they are approved. The board felt that should be sufficient.

- A discussion took place concerning the regulations on the library fund raising

possibilities. Phillips will attend a meeting May 26, 2008/> regarding this matter and bring information to board meeting.

- M. McKinnon donated the book "The Rodgers Family" to the Denbigh Library.

Closed Meeting

Date and time of next meeting: May 22, 2008/> at the Flinton Library at 1:30/>.

Motion to Adjourn

The meeting adjourned at 2:45/>

Addington Highlands Public Library Board

Minutes of May 22, 2008/> at Flinton Library

Call to Order: by Chair Carol Lessard at 1:30 pm/>.

Attendees:

Lessard

L. Scott

McKinnon

J. Scott

A. Ball

Hasler

Absent with regrets Hogg, and J. Kerr

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of May 22, 2008/>

Motioned by M. McKinnon To approve agenda of May 22, 2008/>.

Second by L. Scott

Carried

Approval and Adoption of the minutes of April 24, 2008/>

Motioned by L. Scott To adopt minutes of April 24, 2008/>.

Second by M. McKinnon

Carried

Business arising from minutes of April 24, 2008/>

- Carol Lessard will accept and thank the Ball family on behalf of the Board.

- Fundraising was discussed.

- Fair air space problem was discussed

Matters for Consideration

- June is Senior's month – we will display poster and distribute free handouts, as will the Flinton Rec. Club.

Reports of Officers

- Phillips reported Flinton will be losing a staff member D. McLean is moving.

The supply librarian B. Leoen will take over the position.

- Phillips reported A. Buckley will be doing the summer reading program at both

locations. The supply staff at both locations will assist her, the experience will assist the staff run the winter programs.

- Phillips reported S. Lloyd only has one course left to complete to receive her excel certificate.

- The board reviewed the results of the Self Assessment Handout re: Provincial Guidelines.

- After a discussion on how best to receive patron input, the board decided to try a suggestion box at each location. J. Scott volunteered to assist Phillips.

- Phillips reported on the SOLS clinic.

- Possibilities to automate our catalogue were discussed.

- Phillips reported that the monthly activity continues to grow over last year.

- All financials were reviewed. After a review of the monthly reports the board decided to receive a copy of the actual budget with monthly reports.

Motioned by Ball To accept CEO/Treasurer report.

Second by J. Scott

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time.

New business

- July 1st holiday was discussed.

Closed Meeting

Date and time of next meeting: June 26, 2008/> at the Denbigh Library at 1:30/>.

Motion to Adjourn

Motioned by J. Scott To adjourn at 3:00pm/>.

Second by L. Scott

Carried

Addington Highlands Public Library Board

Minutes of June26, 2008 at Denbigh Library

Call to Order: by Chair Carol Lessard at 1:30 pm/>.

Attendees:

Lessard

L. Scott

M. McKinnon

J. Scott

A. Ball

Hasler

J. Kerr

Absent with regrets Hogg

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of June 26, 2008/>

Motioned by M. McKinnon To approve agenda of June 26, 2008/>.

Second by J. Scott

Carried

Approval and Adoption of the minutes of May 22, 2008/>

Motioned by A. Ball To adopt minutes of May 22, 2008/>.

Second by J. Scott

Carried

Business arising from minutes of April 24, 2008/>

- Phillips reported on the staff change at Flinton Library
- Phillips reported on the Summer Reading Program
- Phillips reported J. Scott completed forms for suggestion boxes and they are now in place. The suggestions received were reviewed.
- Phillips informed the board she confirmed information that one of the two OTF grants the township can apply for is designated for the library.

Matters for Consideration

- Phillips reported on the new SOLS Advanced EXCEL program.

Reports of Officers

- Phillips reported on the upcoming Accessibility training. This training will be a requirement for the library staff. We should be able to take it with the township.
- Phillips reported we received notice that our Post Project Report for Service Ontario at Libraries was received and accepted and the file closed.
- Phillips reported we were invited to participate in Service Ontario Libraries during 2008-09 and 2009-10, all paper work has been sent and accepted.
- Phillips reported our letter of intent and proposed budget for CAP 2008-09 has been sent.
- The board reviewed Public Network Access Policy, a revised Computer Workstation Policy, a revised Rules of Conduct Policy and a statement on Intellectual Freedom

Motioned by M. McKinnon To approve and adopt all policies with the correction

Second by L. Scott to the Rules of Conduct Policy.

Carries

- All financials were reviewed

Motioned by J. Scott To accept CEO/Treasurer report.

Second by A. Ball

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time.

New business

Closed Meeting

Date and time of next meeting: August 28, 2008/> at the Flinton Library at 1:30/>.

Motion to Adjourn

Motioned by J. Scott To adjourn at 2:10pm/>.

Second by L. Scott

Carried

Addington Highlands Public Library Board

Minutes of September 4, 2008 at Flinton Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

L. Scott

J. Scott

A. Ball

Hasler

Absent with regrets Hogg, McKinnon, Kerr

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of September 4, 2008

Motioned by J. Scott To approve agenda of September 4, 2008.

Second by A. Ball

Carried

Approval and Adoption of the minutes of June 26, 2008

Motioned by J. Scott To adopt minutes of June 26, 2008.

Second by L. Scott

Carried

Business arising from minutes of June 26, 2008

- Phillips reported on the success of the TD Summer Reading Program. Total attendance of 198 children.

- Phillips reported on Service Ontario at the Library program. Advertising possibilities were discussed. Phillips to get prices.

Matters for Consideration

- Phillips reported Denbigh head librarian is working on her final Excel course and will graduate this year. Phillips proposed that the new librarian in Flinton start the course in the New Year, so one person at each library will have the Excel certificate. The board all agreed.

Reports of Officers

- Phillips reported on the success of the libraries annual book and bake sale,

Denbigh raised \$425.25 + a \$45.00 donation. Flinton raised 229.96.

- Phillips reported she will be attending a special called CEO meeting to discuss fundraising possibilities due to new changes.

- Phillips reported we received our final CAP payment for last year.

- Phillips reported we received notification our Annual Survey and Audit was accepted and we received our Provincial Funding.

- Phillips reported we received notification that SOLS connectivity was funding improvements and upgrades for high speed internet. A proposal was sent in by Phillips and SOLS approved. The upgrades will start ASAP.

- Phillips reported Flinton participated in a Service Canada Outreach Services survey.

- Phillips reported a work schedule for cleaning etc. is in place at both libraries and is working well.

- June's activity and financials were reviewed

- July's activity and financials were reviewed

Motioned by J. Scott To accept CEO/Treasurer report.

Second by Hasler

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time.

New business

- The board discussed the possibility of purchasing a Copy Right License so the libraries can show movies to the children. Phillips to look at possible funding ideas.

Motioned by Ball To give Phillips a one time bonus.

Second by J. Scott

Carried

Closed Meeting

Date and time of next meeting: September 25, 2008 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by Ball To adjourn at 2:45pm.

Second by J. Scott

Carried

Addington Highlands Public Library Board

Minutes of September 25, 2008 at Denbigh Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

J. Scott

A. Ball

L. Scott

Absent with regrets Hogg, McKinnon, Kerr and Hasler

Staff: Phillips/CEO, Librarian Susan Keller

Members of the Public

Approval of the Agenda of September 25, 2008

Motion move to October 23, 2008 meeting

Approval and Adoption of the minutes of September 4, 2008

Motion moved to, October 23, 2008 meeting

Business arising from minutes of September 23, 2008

As there wasn't a quorum all business moved to meeting October 23, 2008

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the new satellite systems have been installed and the wireless is now left on at all times.
- Phillips reported a letter to council and the approved minutes from June were dropped off at the office for council handouts.
- Phillips reported on the final attendance at the TD Summer Reading program, all reports completed and sent in.
- Phillips reported on Committee meeting at Stirling.
- Phillips reported she will be attending a Policy Writing workshop October 8th.
- Phillips reported Peggy from SOLS will assist her with our next OTF grant application.
- Phillips reported on the area libraries covered by a newly formed group for consistency in publications and events. Plans for Public Library week were reviewed.
- All financials were reviewed.

Motion to accept CEO report moved to October 23, 2008 meeting.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- The board checked the leak in the basement attached to the Denbigh Library, L. Scott will take to council.

Closed Meeting

- Not necessary at this time.

Date and time of next meeting: October 23, 2008 at the Flinton Library at 1:30.

Motion to Adjourn

The meeting adjourned at 2.55

Addington Highlands Public Library Board

Minutes of October 23, 2008 at Flinton Library

Call to Order: by Chair Carol Lessard at 1:35 pm.

Attendees:

Lessard

J. Scott

A. Ball

L. Scott

C. Hasler

Absent with regrets Hogg, McKinnon, Kerr

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of October 23, 2008

Motioned by J. Scott To approve the agenda of October
23, 2008
Second by A. Ball
Carried

Approval and Adoption of the minutes of September 4, 2008

Motion by J. Scott To approve the minutes of September
4, 2008
Second by L. Scott as corrected.
Carries

Approval of the Agenda of September 25, 2008

Motioned by J. Scott To approve the agenda of September
25, 2008
Second by A. Ball
Carried

After a review

Motioned by L. Scott To accept CEO/Treasurer report of
September
Second by J. Scott 25, 2008
Carries

Motioned by L. Scott To adjourn at 2.55
Second by J. Scott
Carried

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported on the progress of Public Library Week.
- Phillips reported on policy writing clinic.
- Phillips reported on the status of CAP funding for 2008/09.
- Phillips reported on the status of our current OTF grant.
- Phillips reported she will be attending a Policy Writing workshop October 8th.
- Phillips reported the septic will be pumped at Flinton Library October 29, 2008.
- Vice Chair J. Scott to do contest draw on Tuesday October 28, 2008 at Denbigh Library
- Chair C. Lessard to do contest draw on Tuesday October 28, 2008 at Flinton Library.

- Monthly activity growth was reviewed. The year to date individual library activity and the children's attendance at programs figures were reviewed.
- All financials were reviewed.

Motion by A. Ball

To accept CEO/Treasurer report.

Second by L. Scott

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- L. Scott reported on progress of leak in Denbigh basement.

Closed Meeting

- Not necessary at this time.

Date and time of next meeting: November 27, 2008 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by L. Scott

To adjourn at 2.30

Second by J. Scott

Carried

Addington Highlands Public Library Board

Minutes of November 27, 2008 at Denbigh Library

Call to Order: by Chair Carol Lessard at 1:30 pm.

Attendees:

Lessard

Hasler

A. Ball

L. Scott

McKinnon

Absent with regrets Hogg, L. Scott, Kerr

Staff: Phillips/CEO, Librarian Susan Keller

Members of the Public

Approval of the Agenda of November 27, 2008

Motioned by Ball To approve agenda of November 27, 2008

Second by McKinnon

Carried

Approval and Adoption of the minutes of October 23, 2008

Motioned by Ball To approve and adopt the minutes of October 23, 2008

Second by Hasler

Carried

Business arising from minutes October 23, 2008

Library week results were reviewed

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the septic system at the Flinton Library was pumped, should be done every 3 year.
- Phillips reported on donation from NAEC. Thank you letter was signed by Chair.
- Phillips reported B. Leoen is registers for her first excel course.
- Phillips reported CAP survey completed and sent in.
- Phillips reported Flinton CAP letter of agreement signed and sent in.
- Phillips reported 2009 Summer Reading theme is Detectives. B. Leoen will be running the program in Flinton.
- Phillips reported OTF final report for 2007/08 was completed and mailed November 25th.
- Phillips reported Denbigh to set up same system for books ordered during the year that Flinton uses.
- The holiday hours were reviewed.
- All financials were reviewed.
- Phillips presented final revised budget for 2008.

Motioned by McKinnon

To approve revised budget.

Second by L. Scott

Carried

Motioned by Hasler

To accept officers report.

Second by L. Scott

Carried

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- Nothing at this time

Closed Meeting

- Not necessary at this time.

Date and time of next meeting: January 22, 2009 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by L. Scott

To adjourn meeting at 2.45

Motioned by A. Ball