

# **Addington Highlands Public Library**

## **Library Board Minutes 2009**

### **Addington Highlands Public Library Board Minutes of January 22, 2009 at Flinton Library**

**Call to Order:** by Vice Chair J. Scott at 1:30 pm.

**Attendees:**

Kerr

J. Scott

McKinnon

Hasler

Ball

L. Scott

Absent with regrets Hogg and Lessard

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda of January 22, 2009**

Motioned by A. Ball

Seconded by McKinnon

Carries

To approve agenda of January 22, 2009.

**Approval and Adoption of the minutes of November 27, 2008**

Motioned by Hasler

Second by McKinnon

Carried

To approve and adopt the minutes of November 27, 2008.

**Business arising from minutes of November 27, 2008**

- Nothing at this time

**Matters for Consideration**

- Reviewed Constitution and Procedural By-Law- decision and motion moved to next meeting

- Reviewed existing Mission Statement and Township By-law. No Changes

- Reviewed Public use of Library Facility Policy

**Motion # 01-22-09**

Motioned by McKinnon To approve Public Use of Library Facility Policy.

Second by L. Scott

Carried

**Reports of Officers**

- Phillips reported on problem at Flinton Library re: theft of wireless adaptor, adaptor was recovered.
- Phillips reported on Service Canada Outreach Service surveys.
- Phillips reported on change in Flinton Hours.
- Phillips reported on CAP funding
- Possible plans for new OTF grant application were discussed.
- Phillips reported on donation of Better Homes Cookbook by Tracy and Sandi Hook in memory of Joyce Hasler.
- Phillips reported the library was contacted about participating in MPAC project.
- Phillips gave update on Ontario Ministry of Culture Investment in Ontario Public Libraries.
- Phillips reported we received pens, post-it notes and note pads at no cost from Service Ontario.
- Phillips reported on status of our Annual Survey for 2008.
- Phillips report T4's have been sent out.
- All Financials were reviewed.

Motioned by Kerr

Second by A. BAI

Carried

To accept CEO/Treasurer report.

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Nothing at this time

**New business**

- The 2009 Budget proposal was reviewed by the board. Decision on budget moved to a later meeting after final decisions on funding are finalized.

**Closed Meeting**

**Date and time of next meeting: February 26, 2009 at the Denbigh Library at 1:30.**

**Motion to Adjourn**

Motioned by A. Ball

Second by L. Scott

Carried

To adjourn at 3:15pm

Vice Chair – J. Scott

J. Phillips

## **Addington Highlands Public Library Board Minutes of February 26, 2009 at Flinton Library**

**Call to Order:** by Chair Lessard at 1:20 pm.

**Attendees:**

Kerr

J. Scott

McKinnon

Hasler

Ball

L. Scott

Absent with regrets Hogg and

Staff: Phillips/CEO, Susan Keller

Members of the Public

**Approval of the Agenda of February 26, 2009**

Motioned by McKinnon

Seconded by J. Scott

Carries

To approve agenda of February 26, 2009.

**Approval and Adoption of the minutes of January 22, 2009**

Motioned by J. Scott

Second by Ball

Carried

To approve and adopt the minutes of January 22, 2009, with the correction of

attendees.

**Business arising from minutes of January 22, 2009**

Motioned by J. Scott

Second by McKinnon

Carries

To approve and adopt Constitution and Procedural by Law.

**Motion # 2-26-09**

**Matters for Consideration**

**Reports of Officers**

Motioned by Ball

Second by Kerr

Carried

To send budget to council. Phillips to attend the next budget meeting at council.

- Phillips reported on Service Canada Outreach Service will continue for 2009/10
- Phillips reported library books have been sent to auditor.
- Phillips reported on CAP funding
- Phillips reported OTF was mailed February 24, 2009.
- Phillips will be attending a meeting on March 23, 2009 to go over the Ontario Ministry of Culture Investment in Ontario Public Libraries. SOLS to distribute funds.
- Phillips reported on status of our Annual Survey for 2008.
- Fund raising possibilities were discussed.
- All Financials were reviewed.

Motioned by L. Scott

Second by J. Scott

Carried

To accept CEO/Treasurer report.

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Phillips gave a quick review of Bill 128

**New business**

Nothing at this time.

**Closed Meeting**

**Date and time of next meeting: March 26, 2009 at the Flinton Library at 1:30.**

**Motion to Adjourn**

Motioned by A. Ball

Second by Hasler

Carried

To adjourn at 2.45pm

Chair Carol Lessard

June Phillips CEO

**Addington Highlands Public Library Board  
Minutes of March 26, 2009 at Flinton Library**

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

**Attendees:**

J. Scott

McKinnon

Hasler

L. Scott

Lessard

Absent with regrets Hogg, Kerr and Ball

Staff: Phillips/CEO,

Members of the Public

**Approval of the Agenda of March 26, 2009**

Motioned by J. Scott

Seconded by McKinnon

Carries

To approve agenda of March 26, 2009.

**Approval and Adoption of the minutes of February 26, 2009**

Motioned by L. Scott

Second by McKinnon

Carried

To approve and adopt the minutes of February 26, 2008, with the correction.

**Business arising from minutes of February 26, 2009**

Phillips reported she attended the council budget meeting March 23, 2009.

### **Matters for Consideration**

### **Reports of Officers**

- 1- Phillips reported the Service Canada Outreach Service Contract has been signed and continuity plan sent in and new signs made for 2009/10
- 2- Phillips reported the books are back from the auditor, and handed out copies to the board members.
- 3- Phillips reported on CAP funding
- 4- Phillips handed out a breakdown and possible options from the SOLS meeting on March 23, 2009.
- 5- Phillips reported the Annual Survey for 2008 is ready just waiting for the forms to be put on web page and to receive our login information. Once this is received our Survey is ready to go.
- 6- Monthly activity for February was reviewed.
- 7- All Financials were reviewed.

Motioned by L. Scott

Second by J. Scott

Carried

To accept CEO/Treasurer report.

### **Correspondence received for consideration**

- 1- Nothing at this time

### **Correspondence received for information**

- 1- Nothing at this time.

### **New business**

The board discussed fundraising possibilities.

### **Closed Meeting**

**Date and time of next meeting: April 30, 2009 at the Denbigh Library at 1:30.**

### **Motion to Adjourn**

Motioned by J. Scott

Second by Hasler

Carried

To adjourn at 3.05pm

## **Addington Highlands Public Library Board Minutes of April 30, 2009 at Denbigh Library**

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

**Attendees:**

J. Scott  
McKinnon  
Hasler  
L. Scott  
Lessard  
Kerr

Absent with regrets Hogg, and Ball

Staff: Phillips/CEO, Susan Keller

Members of the Public

**Approval of the Agenda of April 30, 2009**

Motioned by J. Scott

Seconded by McKinnon

Carries

To approve agenda of April 30, 2009.

**Approval and Adoption of the minutes of March 26, 2009**

Motioned by J. Scott

Second by L. Scott

Carried

To approve and adopt the minutes of March 26, 2008.

**Business arising from minutes of March 26, 2009**

**Matters for Consideration**

**Reports of Officers**

-1- Phillips reported the Service Canada Outreach Service continuity plan was accepted. New contract starts April 1, 2009 for one year.

- 2- Phillips reported we received our Annual Survey login information April 22nd, Survey sent in April 23rd and audit was mailed the same day. Phillips also reported on the changes to Provincial Funding.
- 3- Phillips reported on CAP funding
- 4- Phillips reported on changes made to Trillium application.
- 5- Phillips reported B. Leoen is registered for her second xcel and for the summer reading program training.
- 6- Phillips reported on the status of the e-resource page
- 7- Monthly activity and year to day was reviewed.
- 8- All Financials were reviewed.
- 9- Record keeping for the funds from SOLS on behalf of the Ministry of culture were reviewed as was the possibilities for the funds.

Motioned by Hasler

Second by L. Scott

Carried

To accept CEO/Treasurer report.

#### **Correspondence received for consideration**

Nothing at this time

#### **Correspondence received for information**

Nothing at this time.

#### **New business**

The Flinton Book and Bake sale to be held June 27th, Possible dates for Denbigh were discussed. Possibility - June 13th

#### **Closed Meeting**

**Date and time of next meeting: May 28, 2009 at the Flinton Library at 1:30.**

#### **Motion to Adjourn**

Motioned by J. Scott

Second by Mary

Carried

To adjourn at 2:30pm

Chair Carol Lessard

June Phillips CEO

**Addington Highlands Public Library Board**



## **Minutes of May 28, 2009 at Flinton Library**

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

**Attendees:**

J. Scott  
McKinnon  
Hasler  
L. Scott  
Lessard  
Ball

Absent with regrets Hogg, and Kerr

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda of May 28, 2009**

Motioned by J. Scott

Seconded by McKinnon

Carries

To approve agenda of May 28, 2009.

**Approval and Adoption of the minutes of April 30, 2009**

Motioned by McKinnon

Second by J. Scott

Carried

To approve and adopt the minutes of April 30, 2008.

**Business arising from minutes of April 30, 2009**

- Phillips reported she spoke with Township Clerk regarding Annual Survey requirements.
- Phillips reported CAP funding is expected in the next couple of weeks
- e-resource page is under construction
- Phillips reported we received our operational Float from the township and reports etc. were reviewed.
- Denbigh Sale is scheduled for July 11th

**Matters for Consideration**

- Board reviewed the new PLAYAWAY audio books
- White Hot Books was discussed.

### **Reports of Officers**

- 1 Phillips reported the staff at both libraries completed CPR training.
- 2 Phillips reported both libraries will participate in the CAP program again for 2009/10
- 3 Phillips reported she will be attending a meeting/training session June 1st in Picton. Subjects to be address include, e-resources and the Accessibility for Ontarians with Disabilities Act requirements.
- 4 Phillips reported she updated a list of login and password information for the new sites and services. Both locations have copies.
- 5 Monthly activity and year to day was reviewed. Discussed possibility of trying new hours at Denbigh.
- 6 All Financials were reviewed.
- 7 New prices were set for printing and photo copying - black and white \$ 0.10 colour \$ 0.25.

Motioned by J. Scott

Second by L. Scott

Carried

To accept CEO/Treasurer report.

### **Correspondence received for consideration**

Nothing at this time

### **Correspondence received for information**

Nothing at this time.

### **New business**

A brief discussion concerning propane supply company, Flinton Library.

### **Closed Meeting**

**Date and time of next meeting: June 25, 2009 at the Denbigh Library at 10AM.**

### **Motion to Adjourn**

Motioned by J. Scott

Second by Ball

Carried

To adjourn at 3:10pm

Vice Chair J. Scott

June Phillips CEO

## **Addington Highlands Public Library Board Minutes of June 25, 2009 at Denbigh Library**

**Call to Order:** by Vice Chair J. Scott at 10:00 pm.

### **Attendees:**

J. Scott  
McKinnon  
Hasler  
L. Scott  
Kerr  
Ball

Absent with regrets Hogg, and Lessard

Staff: Phillips/CEO

Members of the Public

### **Approval of the Agenda of June 25, 2009**

Motioned by Hasler  
Seconded by McKinnon  
Carried

To approve agenda of June 25, 2009.

### **Approval and Adoption of the minutes of May 28, 2009**

Motioned by Ball  
Second by L. Scott  
Carried

To approve and adopt the minutes of May 28, 2008.

### **Business arising from minutes of May 28, 2009**

- Phillips reported e-resource page is up and working.
- Phillips gave a report on the committee meeting June 1, 2009 with regards to accessibility requirements and other possible funding from SOLS for things such as tech support.

### **Matters for Consideration**

- Nothing at this time.

### **Reports of Officers**

- Phillips reported new computer installed in Denbigh Library.
- Phillips reported on Mandarin information session and Marcive requirements for cataloguing.
- Phillips reported the new inter-library loan system is working well normal wait time to receive books about a week.
- Phillips reported on the status of the TD Summer Reading program and pre registration.
- Phillips reported the first claim was sent in to SOLS for books, DVD's and laptops.
- Phillips reported the claim for Connectivity was sent in.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by L. Scott

Second by M. McKinnon

Carried

To accept CEO/Treasurer report.

**Correspondence received for consideration**

Nothing at this time

**Correspondence received for information**

Nothing at this time.

**New business**

Nothing at this time.

**Closed Meeting if Necessary**

Not necessary at this time.

**Date and time of next meeting: August 27, 2009 at the Flinton Library at 1:30PM.**

**Motion to Adjourn**

Motioned by Ball

Second by Hasler

Carried

To adjourn at 10:40

Chair C. Lessard

June Phillips CEO

**Addington Highlands Public Library Board**

## **Minutes of August 27, 2009 at Flinton Library**

After Board toured the Flinton Library, meeting moved to Chair Lessard's house due to construction.

**Call to Order:** by Chair C. Lessard at 1:30

**Attendees:**

J. Scott  
McKinnon  
Hasler  
L. Scott  
Ball  
Lessard

Absent with regrets Hogg, and Kerr

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda of August 27, 2009**

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of August 27, 2009.

**Approval and Adoption of the minutes of June 25, 2009**

Motioned by J. Scott

Second by L. Scott

Carried

To approve and adopt the minutes of June 25, 2008.

**Business arising from minutes of June 25, 2009**

- Moved to Officers Report.

**Matters for Consideration**

- Nothing at this time.

**Reports of Officers**

- Phillips reported she met with Ontario Early Years, they will be holding

their monthly program at the Denbigh Library.

- Phillips reported the profile for Marcive has been completed and sent in. Peggy from SOLS helped to complete.
- Phillips on the progress of the OTF grant and the renovation to the Flinton Library.
- Phillips reported the building needs eavestrough, soffit, fascia and the old front concrete steps need to be removed. L. Scott to take to council.
- Phillips reported that as the new addition to the library will create a new children's area we can draw from SOLS funds to purchase.
- Phillips reported the volunteer sign in sheets are ready for both locations.
- Phillips reported the CAP claims for April to June 30 have been sent in.
- Phillips reported we received 2008-09 funds for CAP.
- Monthly activity and TD Summer reading program status were reviewed.
- Phillips reported R. Wilson donated a typewriter to the Flinton Library for public to use.
- All financials were reviewed.

Motioned by McKinnon

Second by Ball

Carried

To accept CEO/Treasurer report.

#### **Correspondence received for consideration**

- Phillips informed the Board about the offer we received for a reduced rate for a copyright license.

#### **Correspondence received for information**

- Phillips reported on Government funding that was available to apply for by Municipalities and Libraries. However the minimum amount was too high for us.

#### **New business**

- J. Scott suggested the board look at possibility holding another book sale at each location. Hasler reported they continue to offer discarded books for sale at the rummage sales. Denbigh to look at the possibility of having a sale this fall just for books.

**Closed Meeting if Necessary**

Not necessary at this time.

**Date and time of next meeting: Sept 24, 2009 at the Denbigh Library at 1:30PM.**

**Motion to Adjourn**

Motioned by Hasler

Second by J. Scott

Carried

To adjourn at 2:45

Vice Chair J. Scott

June Phillips CEO

**Addington Highlands Public Library Board  
Minutes of September 24, 2009 at Denbigh  
Library**

Do to power outage meeting moved to park

**Call to Order:** by V. Chair J. Scott at 1:30

**Attendees:**

J. Scott

L. Scott

Ball

Absent with regrets Hogg, and Kerr, McKinnon, Hasler

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda of September 24, 2009**

Motion moved to October 22, 2009 meeting.

**Approval and Adoption of the minutes of August 27, 2009**

Motion moved to October 22, 2009 meeting

**Business arising from minutes of August 27, 2009**

- The early years program started September 14th at Denbigh Library.
- Vice Chair J. Scott and Board Member A. Ball will be holding a book sale
- October 3rd at the Denbigh Library.

#### **Matters for Consideration**

- Nothing at this time.

#### **Reports of Officers**

- Phillips reported we received our provincial funding for 2009-10
- Phillips reported the staff and volunteers are all working on the Marcive records.
- Phillips reported we can now send in our Service Ontario claims for 2009-10. Our claim for April-September is ready to go.
- Phillips reported we received a notice from RCT that CAP sites can now purchase computers under the Schools Ontario program. We purchased 2 for each location and will claim from our CAP funding.
- Phillips reported the IT proposal is just about ready to go. And we are in a group with Madoc, Tweed, Tyendinaga, Deseronto and Kanhoite Tyendinaga.
- Phillips reported on the renovations to Flinton Library and that the Library will have to close from September 28th to October 6th.
- Monthly activity and TD Summer reading program final stats were reviewed.
- A budget revision was reviewed and will be complete for October 22nd meeting.
- All financials were reviewed.

Motion moved to October 22, 2009 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 if Necessary**

Not necessary at this time.

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

**Motion to Adjourn**

Motion moved to next meeting

Meeting adjourned at 2:10pm.

Vice Chair J. Scott

June Phillips CEO

**Addington Highlands Public Library Board  
Minutes of October 22, 2009 at Flinton Library**

**Call to Order:** by V. Chair J. Scott at 1:35

**Attendees:**

J. Scott

L. Scott

A. Ball

M McKinnon

C. Hasler

H. Hogg

Absent with regrets Kerr and Lessard

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda of October 22, 2009**

Motioned by L. Scott

Second by M. McKinnon

Carried

To approve the agenda of October 22, 2009

**After a review of September 24, 2009 meeting.**

Motioned by Ball

Second by L. Scott

Carried

To approve the agenda of September 24, 2009

Motioned by L. Scott

Second by Ball

Carried

To approve the minutes of August 27, 2009

Motioned by Ball

Second by L. Scott

Carried

To accept Officers Report of September 24, 2009

Motioned by L. Scott

Second by A Ball

Carried

That the meeting of September 24, 2009 adjourned at 2:20

#### **Approval and adoption of the minutes of September 24, 2009**

Motioned by L. Scott

Second by A. Ball

Carried

#### **Business arising from minutes of September 24, 2009**

- The Denbigh books sale raised \$ 116.00.
- Status of Service Canada claim was reported.

#### **Matters for Consideration**

- Nothing at this time.

#### **Reports of Officers**

- Phillips reported we received our provincial funding for 2009-10
- Phillips reported on the renovation at the Flinton Library.
- Phillips reported the computers from RCT arrived and are ready to be installed.
- Phillips reported on the IT grant application.
- Phillips reported the Server computered needed for automaton has been ordered from Dell.
- Phillips reported on the status of CAP program funding.
- Phillips reported the Early Years program has asked to extend the

program to four hours

- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by McKinnon

Second by Hogg

Carried

To approve Budget Revision 1

Motioned by L. Scott

Second by A. Ball

To accept officers report.

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Phillips reported on an error by the Minister of Finance in processing our September payment has been corrected.

**New business**

- Phillips, J. Scott, S. Lloyd and S. Keller will be meeting at the Denbigh Library, November 3rd to set up new computers and to review interior accessibility.

**Closed Meeting if Necessary**

Not necessary at this time.

**Date and time of next meeting: November 26, 2009 at the Denbigh Library at 1:30PM.**

**Motion to Adjourn**

Motion by Hasler

Second by L. Scott

To adjourn at 2:35

Vice Chair J. Scott

June Phillips CEO

## **Addington Highlands Public Library Board Minutes of November 26, 2009 at Denbigh Library**

**Call to Order:** by Chair C. Lessard at 1:30

**Attendees:**

J. Scott  
L. Scott  
C. Lessard  
M. McKinnon  
C. Hasler  
J. Kerr

Absent with regrets Hogg and Ball

Staff: Phillips/CEO, Susan Keller

Members of the Public

**Approval of the Agenda of November 26, 2009**

Motion by McKinnon        To approve agenda with correction to next meeting date

Second by J. Scott

Carried.

**Approval and Adoption of the minutes of October 22, 2009**

Motion by J. Scott        To approve and adopt the minutes of October 22, 2009

Second by Hasler

Carried

**Business arising from minutes of August 27, 2009**

- Phillips reported on Service Canada re: Flinton 1 week closure for renovations.
- Phillips reported on meeting with contractor and building inspector
- Phillips reported on improvements to Denbigh Library accessibility.

**Matters for Consideration**

- Nothing at this time.

### **Reports of Officers**

- Phillips reported server computer arrived but was short 2 programs. They are now being installed on the computer.
- Phillips reported on problem with phone usage at Flinton Library
- Phillips reported Flinton Library exceeded its Fair Air Space. The wireless is now on a timer to hopefully correct this problem.
- Phillips reported B. Leoen is registered for 2 more Excel course, cost taken from SOLS draw.
- Phillips reported the pay version of AVG is now installed on all library computers.
- Phillips reported on Flinton Community Club donated 50.00 to the library.
- Phillips reported we received funds for our first claim with Service Ontario, the second claim has been sent in.
- Phillips reported Service Ontario now offers Service Ontario Business at the library.
- Monthly activity was reviewed.
- After a review of budget revision #2

Motioned by Kerr

To approve budget revision #2

Second by J. Scott

Carried

- All financials were reviewed.

Motion by Hasler

To approve CEO/ Treasurer report

Second by L. Scott

Carried

### **Correspondence received for consideration**

- Play-a-way pool was discussed
- E-Library and e-library elementary was discussed
- Veteran appreciation day programs were reviewed and will be discussed again later.

### **Correspondence received for information**

- Knowledge Ontario databases usage was reviewed.

**New business**

- Holiday hours were reviewed.

**Closed Meeting if Necessary**

Not necessary at this time.

**Date and time of next meeting: January 28, 2010 at the Flinton Library at 1:30PM.**

**Motion to Adjourn**

Motion by McKinnon

To adjourn at 2:25

Secoed by L. Scott

Carried

Chair Carol Lessard

June Phillips CEO