

Addington Highlands Public Library
Library Board Minutes 2010

Addington Highlands Public Library Board
Minutes of January 28, 2010 at Flinton Library

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

Attendees:

C. Lessard
J. Scott
McKinnon
Hasler
L. Scott

Absent with regrets Hogg, Kerr and Ball

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of January 28, 2010

Motioned by McKinnon

Seconded by J. Scott

Carries

To approve agenda of January 28, 2010

Approval and Adoption of the minutes of November 26, 2009

Motioned by J. Scott

Second by McKinnon

Carried

To approve and adopt the minutes of November 26, 2009.

Business arising from minutes of November 26, 2009

1. Nothing at this time

Matters for Consideration

Reports of Officers

1. Phillips reported we received a \$200.00 donation from each of the

following North Addington Education Centre (for kids programs),
Through the Roof (for Flinton) and The Flinton Rec. Club (towards the
new shelves).

2. Phillips reported the problem with the server computer worked out and is now up and running
3. Phillips reported on the IT employee will start the week of February 2, 2010.
4. Phillips reported on the progress with the Mandarin system and Marcive.
5. Phillips reported the barcodes and new patron card should arrive mid February.
6. Phillips reported the ramp at Flinton Library is complete and the Building inspector has signed off and we have all necessary paper work for the addition and ramp.
7. Phillips reported regarding the eave trough, soffit and fascia needed at Flinton the estimate was taken to council and they moved it to budget time. As this is necessary to stop the erosion of the foundation, the installer is ready to go ahead and work will start..
8. Phillips reported a proposal for Service Canada Outreach program has been sent in for approval. However have not heard as yet if this project will be continuing.
9. Phillips reported on the status of CAP funding at both sites.
10. Phillips report T4's have been sent out.
11. The final budget revision for 2009 was reviewed.

Motioned by Hasler

Second by L. Scott

Carried

To approve final Budget revision.

1. November activity, Bank Reconciliation and Budget Report were reviewed.
2. December activity and year end activity summary was reviewed.
3. Year end bank reconciliation, actual budget and 2009 deposits were reviewed.

Motioned by McKinnon

Second by J. Scott

Carried

To accept CEO report.

Correspondence received for consideration

1. Nothing at this time

Correspondence received for information

1. Nothing at this time

New business

1. The 2010 Budget proposal was reviewed by the board.

Motioned by Hasler

Second by L. Scott

Carried

To send 2010 Budget proposal to council for approval.

Closed Meeting

Date and time of next meeting: February 25 2010 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by L. Scott

Second by Hasler

Carried

To adjourn at 3:05pm

Chair – Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of February 25, 2010 at Denbigh
Library**

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

Attendees:

J. Scott

McKinnon

Hasler
L. Scott
A. Ball

Absent with regrets Hogg, Kerr and Lessard

Staff: Phillips/CEO, Susan Keller

Members of the Public

Approval of the Agenda of February 25, 2010

Motioned by L. Scott

Seconded by Hasler

Carries

To approve agenda of February 25, 2010

Approval and Adoption of the minutes of January 28, 2010

Motioned by McKinnon

Second by L. Scott

Carried

To approve and adopt the minutes of January 28,2010

Business arising from minutes of January 28, 2010

1. Phillips reported barcodes arrived.
2. Eaves trough, soffit and fascia in Flinton is complete.
3. Service Canada outreach program will not be continuing.
4. Phillips reported the 2010 Budget proposal, board motion, paid receipt for eaves trough, 2009 activity summary were given to office for council. An initiation was extended to council to visit the Flinton Library.

Matters for Consideration

Reports of Officers

1. Phillips reported Eleanor Duncan donated the book Lennox and Addington by Orland French to the Denbigh Library.
2. Phillips reported on the progress of the IT project:
3. Brian has completed the initial inventory in Flinton
4. Brian participated in a conference call with Service Canada: re requirements. He was able to set up Flinton to meet requirements.
5. Our web page was due for renewal with Brian's help we now have a new host at a much reduced cost to the library.

6. Brian's idea of putting the program deep freeze on all computers was discussed; all board members agreed it was a good idea.
7. Brian used a program to track the usage of the Flinton Library satellite usage, he also contacted Xplornet and we now have access to an hourly report of usage.
8. Phillips reported a cabinet with a lock is now in place for the server computer.
9. Phillips reported she participated in a training session for Bookwhere and in turn trained the Denbigh staff.
10. Phillips reported she has a call in for Mandarin training.
11. The board of health will be visiting the Flinton Library March 17, 2010.
12. January activity, Bank Reconciliation and Budget Report were reviewed.
13. Phillips reported the 2009 books are with the auditor.

Motioned by A. Ball

Second by L. Scott

Carried

To accept CEO report.

Correspondence received for consideration

1. New data bases were reviewed, decision was made not to participate at this time.

Correspondence received for information

1. Nothing at this time

New business

1. L. Scott passed on a message from Deputy Reeve H. Yanch in Kerr's absence.

Closed Meeting

Date and time of next meeting: March 25 2010 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by A. Ball

Second by Hasler

Carried

To adjourn at 2:45

Vice Chair J. Scott

J. Phillips

Addington Highlands Public Library Board Minutes of March 25, 2010 at Flinton Library

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

Attendees:

J. Scott

McKinnon

Lessard

L. Scott

Absent with regrets Kerr and Hasler

Reeve H. Hogg (at large)

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of March 25, 2010

Motioned by J. Scott

Seconded by McKinnon

Carries

To approve agenda of March 25, 2010

Approval and Adoption of the minutes of February 25, 2010

Motioned by McKinnon

Second by L. Scott

Carried

To approve and adopt the minutes of February 25,2010

Business arising from minutes of January 28, 2010

1. Phillips reported she delivered a library update and another invitation for council to visit the library to see improvements.
2. Phillips reported on Board of Health visit.
3. Service Canada full service will start the third Wednesday of April.

4. Phillips reported the patron cards have arrived.

Matters for Consideration

Reports of Officers

1. The board reviewed the xplornet usage.
2. Phillips reported the problems with Denbigh IT support appear to be worked out
3. Phillips and Sandra took the first session with Mandarin.
4. Phillips reported she will be attending two day training for Mandarin at Loyalist College.
5. Phillips reported on the status of CAP.
6. The monthly activity was reviewed.
7. The decision was made not to restart the home school program in September. Will look at having a couple programs during the year.
8. The possibility of winter and summer hours was discussed.
9. All financials were reviewed.

Motioned by J. Scott

Second by McKinnon

Carried

To accept CEO report.

Correspondence received for consideration

1. Nothing at this time

Correspondence received for information

1. Nothing at this time

New business

1. Nothing at this time

Closed Meeting

Date and time of next meeting: April 22, 2010 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by J. Scott

Second by L. Scott
Carried
To adjourn at 2:45

Vice Chair J. Scott

J. Phillips

Addington Highlands Public Library Board Minutes of April 22, 2010 at Denbigh Library

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

Attendees:

J. Scott
McKinnon
Kerr
L. Scott
A. Ball

Absent with regrets Lessard and Hasler

Reeve H. Hogg at large

Staff: Phillips/CEO, Susan Keller

Members of the Public

Approval of the Agenda of April 22, 2010

Motioned by Ball
Seconded by L. Scott
Carried
To approve agenda of April 22, 2010

Approval and Adoption of the minutes of March 25, 2010

Motioned by McKinnon
Second by L. Scott
Carried
To approve and adopt the minutes of March 25, 2010

Business arising from minutes of March 25, 2010

1. Phillips reported on requirement regarding board meetings.
2. Phillips reported on the work being done by the IT support people, they are a valuable asset to the libraries especially with the new technology being put in place.
3. Phillips reported we received a large discount from Xplornet at both locations.
4. Phillips reported on the status of the Service Canada program at the library, although a contract has not been signed, they started April 21st as a mobile visit. Everything went well.

Matters for Consideration

Reports of Officers

1. Phillips reported on the CEO meeting with SOLS, items discussed include
2. Development Charges By-Law: although the township currently has opt out of this program should they ever implement the by-law the library should be included.
3. Bill 168 occupational health and safety act was discussed.
4. Changes in the requirements by the Ministry of Culture were discussed.
5. Phillips reported we received a cheque from the township to cover the cost of the ease tough, soffit and fascia in Flinton.
6. Phillips reported the computer in Denbigh cannot be fixed, and has been replaced.
7. Phillips reported on the two day training course at Loyalist College for Mandarin, and she will be training the staff and volunteer. All circulation policies were reviewed and information well put input into program.
8. Monthly activity was reviewed
9. All financials were reviewed.
10. OTF grant financials and status was discussed.

Motioned by A. Ball

Second by M. McKinnon

Carried

To accept CEO report.

Correspondence received for consideration

1. Nothing at this time

Correspondence received for information

1. Nothing at this time

New business

1. Plans for yearly book and bake sale were discussed. No definite date was set at this time.

Closed Meeting

Date and time of next meeting: May 27, 2010 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by A. Ball

Second by Kerr

Carried

To adjourn at 2:30

Chair Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of May 27, 2010 at Flinton Library**

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

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

Absent with regrets McKinnon, J. Scott and Kerr

Reeve H. Hogg at large

Staff: Phillips/CEO, B. Leoen

Members of the Public

Approval of the Agenda of May 27, 2010

Motioned by Ball
Seconded by Hasler
Carried

To approve agenda of May 27, 2010, with the correction of the location of next meeting. Should read Denbigh Library.

Approval and Adoption of the minutes of April 22, 2010

Motioned by L. Scott
Second by A. Ball
Carried

To approve and adopt the minutes of April 22, 2010, with the addition of Hasler as absent with regrets.

Business arising from minutes of April 22, 2010

1. Phillips reported the Service Canada contract has now been signed and they will be putting ads in the local papers.

Matters for Consideration

Reports of Officers

1. Phillips reported on the problems with the overages in the Flinton Library threshold overages.
2. Phillips reported on the vandalism at the Flinton Library on May 22, 2010. After a discussion on the subject the board decided to post signs explaining our position as to the threshold levels, at home use of the library internet and report on the vandalism. The notice is to be distributed in the mail to local residents, posted at local business and sent to the newspapers.
3. Phillips reported the new set up for cataloguing is working well.
4. Phillips reported the annual survey was sent in.
5. B. Leon on the plans for the next home school program which will include the OPP, Fire Department and Ambulance do a safety presentation, which will be followed by a pot luck lunch.
6. Monthly activity was reviewed. Both libraries will be going to winter and summer hours.
7. All financials were reviewed.

Motioned by L. Scott
Second by A. Ball

Carried

To accept CEO report.

Correspondence received for consideration

1. Nothing at this time

Correspondence received for information

1. Nothing at this time

New business

1. Nothing at this time.

Closed Meeting

Date and time of next meeting: June 24, 2010 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by A. Ball

Second by L. Scott

Carried

To adjourn at 2:35

Chair Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of June 24, 2010 at Denbigh Library**

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

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

J. Scott

M. McKinnon

Absent with regrets Kerr

Reeve H. Hogg at large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of June 24, 2010

Motioned by J. Scott

Seconded by McKinnon

Carried

To approve agenda of June 24, 2010

Approval and Adoption of the minutes of May 27, 2010

Motioned by Hasler

Second by A. Ball

Carried

To approve and adopt the minutes of May 27, 2010.

Business arising from minutes of May 27, 2010

1. Phillips reported on the progress of the vandalism at Flinton Library.

Matters for Consideration

Reports of Officers

1. Phillips reported Denbigh Library is now running into the same problems with internet overages.
2. Phillips reported Kingston, Frontenac and L&A Wraparound program will be at the Flinton Library Tuesday afternoons this summer.
3. Phillips reported the OTF grant is coming to an end just waiting for the air conditioner and some finishing touches.
4. Phillips reported on the status of this year's CAP funding.
5. Phillips reported the home school program which include the OPP and Fire Department safety presentation, was a great success and enjoyed by all involved.
6. As per previous discussions the Denbigh Library will start new hours in September.
7. Monthly activity was reviewed.
8. All financials were reviewed.

Motioned by McKinnon
Second by L. Scott
Carried
To approve 1st budget revision.

Motioned by J. Scott
Second by A. Ball
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

1. Nothing at this time.

Closed Meeting

Date and time of next meeting: August 26, 2010 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by J. Scott
Second by L. Scott
Carried
To adjourn at 2:45

Chair Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of August 26, 2010 at Flinton Library**

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

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

M. McKinnon

Absent with regrets J. Scott and Kerr

Reeve H. Hogg at large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of August 26, 2010

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of August 26, 2010

Approval and Adoption of the minutes of June 24, 2010

Motioned by Ball

Second by Hasler

Carried

To approve and adopt the minutes of June 24, 2010.

Business arising from minutes of June 24, 2010

1. Phillips described solutions to Denbigh Internet overage problems
2. Phillips reported the final OTF report has been sent in.

Matters for Consideration

Reports of Officers

1. Phillips reported Denbigh and Flinton libraries will now have one IT person Brian Heenan will be servicing both location so the systems will work properly together.
2. Phillips reported on August 18th the newest version of Mandarin was installed.
3. Phillips reported on July 20th Flinton started to use the automated

system and things are going well.

4. Phillips reported Peggy from SOLS paid a visit to the Flinton Library and was very impressed with the improvements and that we are now using the Mandarin system for circulation.
5. Phillips gave a short demo of how the system works and the reports, spine stickers and barcodes we can produce as needed.
6. Phillips reported on the success of the Flinton and Denbigh book and bake sales..
7. Monthly activity was reviewed. The new hours will start in Denbigh after Labour day.
8. All financials were reviewed.

Motioned by L. Scott

Second by McKinnon

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

1. The opening for the Flinton addition was discussed and plans start.

Closed Meeting

Date and time of next meeting: September 23, 2010 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by Hasler

Second by McKinnon

Carried

To adjourn at 3:05

Chair Lessard

J. Phillips

Addington Highlands Public Library Board

**Minutes of September 23, 2010 at Denbigh
Library**

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

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

M. McKinnon

J. Scott

Absent with regrets Kerr

Reeve H. Hogg at large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of September 23, 2010

Motioned by J. Scott

Seconded by McKinnon

Carried

To approve agenda of September 23, 2010

Approval and Adoption of the minutes of August 26, 2010

Motioned by Ball

Second by McKinnon

Carried

To approve and adopt the minutes of August 26, 2010.

Business arising from minutes of August 26, 2010

- Moved to Reports of Officers

Matters for Consideration

- The proposed policy for violence in the work place was reviewed. Motions moved to next meeting.

Reports of Officers

- Phillips reported the problem with the new staff computer in Denbigh has been corrected, Brian received a replacement for the faulty DVD and installed he also reseated the fan in computer #4 but may need a new hard drive, cost for part would be \$50.00.
- Phillips reported having one IT person for our two locations is working well.
- Phillips reported Bell will be bringing high speed to Flinton and with the recent problems we will switch over. This will also help with our catalogue problems in Denbigh.
- Phillips reported 147 children took part in the TD summer reading program; next year's theme will be SPLASH Celebrate the Summer.
- Phillips reported that a contract is now in place for CAP

- in Flinton for 2010-2011, first claim has been sent in.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by L. Scott

Second by Hasler

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

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

Motion to Adjourn

Motioned by Hasler

Second by Ball

Carried

To adjourn at 2:10

Chair Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of October 28, 2010 at Flinton Library

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

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

M. McKinnon

J. Scott

Absent with regrets Kerr

Reeve H. Hogg at large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of October 28, 2010

Motioned by McKinnon

Seconded by J. Scott

Carried

To approve agenda of October 28, 2010

Approval and Adoption of the minutes of September 23, 2010

Motioned by L. Scott

Second by Ball

Carried

To approve and adopt the minutes of September 23, 2010.

Business arising from minutes of September 23 2010

- After a review of Addinton Highlands Public Library Standards and Procedures Policy

Motioned by Hasler

Second by McKinnon

To adopt Addington Highlands Public Library Standards and Procedures Policy.

Matters for Consideration

- Nothing at this time.

Reports of Officers

- As a new turn will be starting December 1, 2010, we reviewed which board members will be returning.
- Phillips reported she has been informed that we will be moving Denbigh Library to the old school. Phillips reported on grant applications that will be possible.
- Phillips reported on changes she plans for the library web page.

- Phillips reported Flinton Library will have DSL internet installed November 3rd, and that all cost will be covered by out connectivity funding.
- Phillips reported that once the DSL is in place we will be able to start Denbigh Library circulation. Phillips will go to Denbigh to get things started.
- Phillips reported on the progress of the automation.
- Phillips reported she will be doing the final budget revision for next month's meeting.
- Phillips reported she will have the 2011 budget proposal for board approval. The board discussed possible changes in library hours and expenses.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by L. Scott

Second by McKinnon

Carried

To accept CEO/ treasurer report.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- The change in funding, and e-resources where reviewed.

New business

- Nothing at this time.

Closed Meeting

Date and time of next meeting: November 25, 2010 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by J. Scott

Second by McKinnon

Carried

To adjourn at 3:10

Chair Lessard

J. Phillips

Addington Highlands Public Library Board

**Minutes of December 2, 2010 at Denbigh
Library**

Call to Order: by Chair Lessard at 9:00 am.

Attendees:

C. Lessard

C. Hasler

L. Scott

A. Ball

M. McKinnon

Absent with regrets Kerr, J. Scott

Reeve H. Hogg at large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of December 2, 2010

Motioned by Hasler

Seconded by McKinnon

Carried

To approve agenda of December 2, 2010

Approval and Adoption of the minutes of October 28, 2010

Motioned by L. Scott

Second by Hasler

Carried

To approve and adopt the minutes of October 28, 2010.

Business arising from minutes of October 28 2010

- Nothing at this time

Matters for Consideration

- Nothing at this time.

Reports of Officers

- Phillips reported that bell high-speed is now up and running in Flinton.
- After a review of the holidays it was decided that the libraries will be closed Saturday December 25th,

- Monday December 27th and Saturday January 1st.
- Phillips reported on the progress of Denbigh automation, should be up for beginning of 2011.
 - Phillips reported we will be receiving CAP funding for Denbigh again this year the contract is signed and claim for April-October was sent in.
 - Phillips reviewed the new monthly activity report.
 - The new Mandarin service bill was reviewed.
 - Phillips reported she has a meeting in Marmora with all libraries involved in the IT project.
 - All financials were reviewed.
 - After a review

Motioned by McKinnon

Second by Hasler

Carried

To approved final budget revision

Motioned by L. Scott

Second by Ball

Carried

To accept CEO/ treasurer report.

Correspondence received for consideration

- After a review of the regulations regarding a person working more than a 5hr shift, it was agreed that on Tuesdays (7hr shift) Carol Lessard will relieve the librarian for ½ hr. break. If Carol is unable to do so Carolyn Hasler will cover the ½ hr. If neither can make it the librarian will post a sign and close for ½ hr.

Correspondence received for information

- Spotlight Ontario pamphlet was distributed to the board members.

New business

- After a review of the Library Board proposed budget.

Motioned by McKinnon

Second by Ball

Carried

To send 2011 proposed budget to council.

Proposal # 120210

Closed Meeting

- Not necessary at this time

**Date and time of next meeting: January 27, 2011 at the
Flinton Library at 1:30.**

Motion to Adjourn

Motioned by Ball

Second by Hasler

Carried

To adjourn at 10:30am

Chair Lessard

J. Phillips