

# **Addington Highlands Public Library**

## **Library Board Minutes 2011**

### **Addington Highlands Public Library Board**

#### **Minutes of January 27, 2011 at Flinton Library**

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

Attendees:

C. Lessard T. Fritsch

C. Hasler H. Yanch

M. McKinnon

L. Scott

A. Ball

Absent with regrets Hogg at Large

Staff: Phillips/CEO

Members of the Public

Chair Lessard introduced the new board.

Approval of the Agenda of January 27, 2011

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of January 27, 2011

Election of New Chair

Motioned by McKinnon

Second by Hasler

To nominate Lessard to continue as Chair, Lessard agreed to stand

Carried

Motioned by Yanch

Second by Ball

To nominate M. Mckinnon as Vice Chair, Mckinnon agreed to stand

Carried

Chair Lessard took her position.

Approval and Adoption of the minutes of December 2, 2010

Motioned by McKinnon

Second by Ball

Carried

To approve and adopt the minutes of December 2, 2010.

Business arising from minutes of December 2, 2010

- Nothing at this time

Matters for Consideration

The library board needs to appoint a board member to represent the library trustees

at the area Trustee Council. Chair Lessard agreed to continue to attend the Trustee Council meetings, on behalf of the board.

Reports of Officers

- Phillips reported we received a note of thanks from J. Kerr for the donation in Mike's name.

- Phillips gave a report about the meeting in Marmora for the IT grant. She reported that the budget for next year includes replacing one tower at each location. Phillips reported a staff training question is almost ready; the staff needs to receive training before the end of the grant funds.

- Phillips reported all our new e-resources are now up and working, there is a link on the web page for access from home. Overdrive is all set and ready to go; next launch is May.

- Phillips reported our web page now has a calendar; we will display our meeting dates, kids programs, and new arrivals etc on the calendar.

- Phillips reported Denbigh is now circulation using Mandarin. We are still working on finishing all their books.

- Phillips handed out the new contact list.
- The monthly activity and yearend summary was reviewed.
- Phillips reported she has the books ready to go to the auditor and in putting together the information for the Annual Survey, SOLS reports and CAP.
- Phillips reported she attended the first meeting of the Addington Highlands Community Advisory Committee. M. McKinnon has agreed to be the Library Board representative on the committee.
- Phillips report T4's have been sent out.
- All financials were reviewed, as was the Budget Proposal 2011. Phillips will attend the next Council meeting, to answer questions regarding the budget proposal.

Motioned by M. McKinnon

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

- T. Fritch and M. McKinnon gave a brief update on the Community Advisory Committee.

- The board discussed some fundraising ideas.

Closed Meeting

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

Motion to Adjourn

Motioned by L. Scott

Second by H. Yanch

Carried

To adjourn at 2:55pm

Chair – Lessard J. Phillips

## **Addington Highlands Public Library Board**

### **Minutes of February 24, 2011 at Denbigh Library**

Before meeting the Board met at the new Addington Highlands Community Centre for a tour.

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

Attendees:

C. Lessard T. Fritsch

C. Hasler

L. Scott

Absent with regrets A. Ball, H. Yanch and M. McKinnon

Hogg at Large

Staff: Phillips/CEO

Members of the Public: J. Scott

Approval of the Agenda of February 24, 2011

Motioned by Hasler

Seconded by Fritsch

Carried

To approve agenda of February 24, 2011, with correction of the date.

Approval and Adoption of the minutes of January 27, 2011

Motioned by Fritsch

Second by L. Scott

Carried

To approve and adopt the minutes of January 27, 2011.

Business arising from minutes of January 27, 2011

- The board discussed the possibilities for the funding the Denbigh Library move to the new community centre. Fritsch and Phillips will look into OTF funding, with the intention of applying for the July 1, 2011 deadline. Fritsch to contact OTF to discuss guidelines and possibilities. Phillips to look into requirements for library re: lighting, electrical etc.

#### Matters for Consideration

– Nothing at this time.

#### Reports of Officers

- Phillips reported the library budget was taken to council.

- A corrected contact list was handed out.

- The library Technology Plan and the Technology Skills Self-Assessment form was reviewed.

- The monthly activity was reviewed.

- All financial were reviewed.

Motioned by L. Scott

Second by Hasler

Carried

To accept CEO 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: March 24, 2011 at the Flinton Library at 1:30.

#### Motion to Adjourn

Motioned by Fritsch

Second by L. Scott

Carried

To adjourn at 2:30pm

Chair – Lessard J. Phillips

## **Addington Highlands Public Library Board**

### **Minutes of March 24, 2011 at Flinton Library**

Motioned by T. Fritsch

Second by H. Yanch

Carried

In the absence of Chair and Vice Chair, C. Hasler to be acting chair.

Call to Order: by Acting Chair C. Hasler at 1:35 pm.

Attendees:

H. Yanch T. Fritsch

C. Hasler

L. Scott

Absent with regrets A. Ball, C. Lessard and M. McKinnon

Hogg at Large

Staff: Phillips/CEO

Members of the Public:

Approval of the Agenda of March 24, 2011

Motioned by H. Yanch

Seconded by L. Scott

Carried

To approve agenda of March 24, 2011.

Approval and Adoption of the minutes of February 24, 2011

Motioned by L. Scott

Second by T. Fritsch

Carried

To approve and adopt the minutes of February 24, 2011.

Business arising from minutes of February 24, 2011

– Moved to Reports of Officers (Denbigh Library move)

Matters for Consideration

– Moved to Reports of Officers (Overdrive program)

Reports of Officers

- Fritsch and Phillips gave updates on the progress of the Denbigh Library move. Possible layout and cost were reviewed. Teleconference with OTF was discussed.

Motioned by T. Fritsch

Second by H. Yanch

Carried

To send to council Motion # 3242011-1

To recommend that Addington Highlands proceed with the Ontario Trillium Grant Application for the Denbigh Library renovation and relocation to the new Addington Highlands Community Centre.

- After a review of the Overdrive program it was decided, if we can join the SOLS funded trial period from May – Dec. 31, 2011 without committing to the pay version starting January 1, 2012 we will proceed, and decide where to purchase before end of trial.

- Phillips reported she will be attending a committee/training day April 4th in Tweed.

- After a review of issues with snow removal at the libraries

Motioned by L. Scott

Second by T. Fritsch

Carried

Motion # 3242011-2

To send a letter to Council regarding snow removal.

- The monthly activity was reviewed.

- All financial were reviewed.

Motioned by L. Scott

Second by Yanch

Carried

To accept Officers report.

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

– In order to prevent late notice that a board member will be absent, as soon as a board member knows they can't attend a meeting they can call and leave a message at the township office. Unless absence is due to an emergency please give at least 48 hrs notice, so arrangements can be made.

Closed Meeting

Date and time of next meeting: April 28, 2011 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by Fritsch

Second by L. Scott

Carried

To adjourn at 2:25pm

Acting Chair C. Hasler J. Phillips

**Addington Highlands Public Library Board**

**Meeting moved to Flinton Library due to weather**

**Minutes of April 28, 2011 at Flinton Library**



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

Attendees:

Lessard                      H. Yanch

C. Hasler                    T. Fritsch

Absent with regrets A. Ball, L. Scott and M. McKinnon

Hogg at Large

Staff: Phillips/CEO

Members of the Public:

Approval of the Agenda of April 28, 2011

Motioned by H. Yanch

Seconded by C. Hasler

Carried

To approve agenda of April 28, 2011.

Approval and Adoption of the minutes of March 24, 2011

Motioned by H. Yanch

Second by T. Fritsch

Carried

To approve and adopt the minutes of March 24, 2011.

#### Business arising from minutes of March 24, 2011

- Letter to council regarding snow removal was sent to Council
  - H.Yanch and T. Fritsch reported that request was approved by Council
- Phillips reported we can proceed with the Overdrive program as part of the grant without any commitment. The program is set up and ready to go live the end of May.

#### Matters for Consideration

- Nothing at this time.

#### Reports of Officers

- Phillips reported our MPMP report is complete and was given to Township clerk April 5, 2011
- A copy of the 2010 Audit report was handed out to board members.
- Phillips reviewed the letter and breakdown of new provincial funding.
- Phillips reported we will be able to obtain some shelves for the Denbigh move, thanks to Tweed Library.
- Phillips present a new possibility for fund raising, the board recommended Phillips proceed, an obtain further information
- Phillips reported Flinton Library will receive a new computer as part of the high speed incentive in rural areas
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by T. Fritsch

Second by H. Yanch

Carried

To accept Officers 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: May 26, 2011 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by Fritsch

Second by Hasler

Carried

To adjourn at 2:30pm

Chair Lessard

J. Phillips

## Addington Highlands Public Library Board

### Minutes of May 26, 2011 at Flinton Library

Call to Order: by Vice Chair Mary McKinnon at 1:30 pm.

Attendees:

L. Scott

H. Yanch

C. Hasler

A. Ball

M. McKinnon

Absent with regrets Lessard and T. Fritch

Hogg at Large

Staff: Phillips/CEO

Members of the Public:

Approval of the Agenda of May 26, 2011

Motioned by H. Yanch

Seconded by C. Hasler

Carried

To approve agenda of May 26, 2011.

Approval and Adoption of the minutes of April 28, 2011

Motioned by H. Yanch

Second by C. Hasler

Carried

To approve and adopt the minutes of April 28, 2011.

Business arising from minutes of April 28, 2011

- Overdrive and training was reviewed
- Phillips reported she picked up the shelves donated to the new Denbigh Library from Tweed. We were able to pick up all the shelves we need including the ones in the old school library.
- Phillips reported the new computer is now installed in Flinton.

Matters for Consideration

- The board reviewed the information from Better World Books

Motioned by Helen

Second by Ann

Carried

To box up 40 boxes of book for pick up after our Book and Bake Sales.

#### Reports of Officers

- Phillips reported the 2010 Annual Survey was submitted.
- The board reviewed the web page statistics report.
- Phillips reported she will be attending a committee meeting in Centreton Library June 6th.
- Phillips handed out a copy of the final revision for the new Denbigh Library; the status of the OTF application was reviewed.
- Flinton Library Book and Bake sale is scheduled for July 9, 2011, from 8-noon at the library
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by L. Scott

Second by Hasler

Carried

To accept Officers 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: June 23, 2011 at the Denbigh Library at 1:30.

Motion to Adjourn

Motioned by Yanch

Second by A. Ball

Carried

To adjourn at 2:30pm

Chair Lessard

J. Phillips

## Addington Highlands Public Library Board

### Minutes of August 25, 2011 at Flinton Library

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

Attendees:

C. Lessard

T. Fritch

C. Hasler

A. Ball

M. McKinnon

Absent with regrets L. Scott and H. Yanch

Hogg at Large

Staff: Phillips/CEO

Members of the Public:

Approval of the Agenda of August 25, 2011

Motioned by M. McKinnon

Seconded by Fritch

Carried

To approve agenda of August 25, 2011.

Approval and Adoption of the minutes of June 23, 2011

Motioned by A. Ball

Second by Hasler

Carried

To approve and adopt the minutes of June 23, 2011.

Business arising from minutes of May 26, 2011

- Both libraries are putting together the books to be sent to Better World Books.
- Phillips reported on the success of the book and bake sales
- Phillips reported on the problem with internet usage in Denbigh.
- Phillips reported on the status of the Capacity Building Grant.
- Phillips reported on the status of our OTF application.

Matters for Consideration

- Nothing at this time.

Reports of Officers

- Phillips reported the computers we received from Napanee are all in place.
- Phillips reported on the status of our Provincial Operating Grant application.
- Phillips reported on the status of CAP.
- The IT support project will end Dec. 30, 2011, possibilities were discussed.
- The TD summer reading program was reviewed.
- All financials were reviewed.

Motioned by McKinnon

Second by Ball

Carried

To accept Officers 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: September 22, 2011 at the Denbigh Library at 1:30.

Motion to Adjourn



Motioned by Ball

Second by Hasler

Carried

To adjourn at 2:20pm

Chair Lessard

J. Phillips

## Addington Highlands Public Library Board

### Minutes of September 22, 2011 at Denbigh Library

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

Attendees:

C. Lessard

L. Scott

C. Hasler

A. Ball

M. McKinnon

Absent with regrets Fritch and H. Yanch

Hogg at Large

Staff: Phillips/CEO

Members of the Public: J. Scott

Approval of the Agenda of September 22, 2011

Motioned by M. McKinnon

Seconded by Hasler

Carried

To approve agenda of September 22, 2011.

Approval and Adoption of the minutes of August 25, 2011

Motioned by A. Ball

Second by McKinnon

Carried

To approve and adopt the minutes of August 25, 2011.

Business arising from minutes of August 25, 2011

- Moved to Reports of Officers

Matters for Consideration

- Nothing at this time.

Reports of Officers

- Phillips reported on the status of the books to be shipped out
- Phillips reported the internet problems in Denbigh continue. Xplornet was contacted, but it looks like no new system will be available until early 2012.
- Phillips reported we received our Provincial Operating Grant.
- Phillips reported the Service Ontario claim has been sent in, and approved.
- The handout concerning the IT project was reviewed and discussed.
- Upcoming staff training was reviewed.
- The decision to continue with the Overdrive program at a cost of \$500.00 was made
- Monthly activity and TD Summer Reading program attendance was reviewed.
- All financials were reviewed.

Motioned by L. Scott

Second by Hasler

Carried

To accept Officers 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 27, 2011 at the Flinton Library at 1:30.

Motion to Adjourn

Motioned by Ball

Second by McKinnon

Carried

To adjourn at 2:10pm

Chair Lessard

J. Phillips

## **Addington Highlands Public Library Board Minutes of October 27, 2011 at Flinton Library**

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

**Attendees:**

C. Lessard

L. Scott

C. Hasler

A. Ball

M. McKinnon

H. Yanch

Absent with regrets Fritch  
Hogg at Large

Staff: Phillips/CEO  
Members of the Public:

**Approval of the Agenda of October 27, 2011**

Motioned by M. McKinnon  
Seconded by L. Scott  
Carried

To approve agenda of October 27, 2011.

**Approval and Adoption of the minutes of September 22, 2011**

Motioned by A. Ball  
Second by L. Scott  
Carried

To approve and adopt the minutes of September 22, 2011.

**Business arising from minutes of September 22, 2011**

- Phillips reported 50 boxes of books will be picked up Oct. 27 between 4pm – 7pm. This clears out all old books from Denbigh and Flinton storage, all books that go into our Book and Bake sales will be current discards.

**Matters for Consideration**

- Nothing at this time.

**Reports of Officers**

- The board discussed the possibilities of running a few Book and Bake sales a year.
- The board reviewed its technical plan, as the IT support grant will come to an end Dec. 30<sup>th</sup> of this year. The plan will be given to council for information.
- Phillips reported on the staff training for e-resources.
- Phillips reported on the status of Flinton CAP, information on upcoming Denbigh CAP.
- Monthly activity was reviewed.
- Yearend projection and budget revision was reviewed.

Motioned by H. Yanch  
Second by M. McKinnon  
Carried

To approve and accept the Library Board Budget Revision of Oct. 27, 2011.

- The first draft of the proposed budget was reviewed and will be discussed further at next meeting.
- All financials were reviewed.

Motioned by M. McKinnon  
Second by A. Ball  
Carried

To accept Officers report.

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Phillips reported we received a letter from Ministry of Culture, the Ministry will be moving to a new grant management system in January 2012. Details about the new grant system will follow in the next few months.

**New business**

- The board discussed the possibility of moving the board meeting time to the morning.

Motioned by H. Yanch

Second by A. Ball

Carried

All future Library Board Meetings will begin at 10:00 am instead of 1:30pm.

**Closed Meeting**

**Date and time of next meeting: November 24, 2011 at the Denbigh Library at 10:00am.**

**Motion to Adjourn**

Motioned by L. Scott

Second by A. Ball

Carried

To adjourn at 2:30pm

Chair Lessard

J. Phillips

**Addington Highlands Public Library Board**

Minutes of November 24, 2011 at Denbigh Library

**Call to Order:** by Vice Chair Mary McKinnon at 10:00am

**Attendees:**

C. Hasler

A. Ball

M. McKinnon

H. Yanch

T. Fritch

Absent with Regrets

Hogg at Large, L. Scott and C. Lessard

Staff: Phillips/CEO

Members of the Public:

### **Approval of the Agenda of November 24, 2011**

Motioned by Hasler

Seconded by Ball

Carried

To approve agenda of November 24, 2011.

### **Approval and Adoption of the minutes of October 27, 2011**

Motioned by Ball

Second by Yanch

Carried

To approve and adopt the minutes of October 27, 2011, with the correction of location.

### **Business arising from minutes of October 27, 2011**

- After a quick review of the 2012 proposed budget, further discussion to take place at the January Board meeting before it goes to Council.

### **Matters for Consideration**

- Nothing at this time.

### **Reports of Officers**

- The acknowledgement for the OTF grant was reviewed and will be put on the web page and in local business. The work schedule and completion of work for the library move were discussed.
- The board reviewed new internet Access and Computer Use Policy.

Motioned by H. Yanch

Second by C. Hasler

Carries

To adopt the new Internet Access and Computer Use Policy.

- The IT Support Project End Summary was reviewed.
- Phillips reported we finally have our portable Tricoder working; this will enable staff to continue circulation even if the power or satellite is out.
- Monthly activity was reviewed.
- The Christmas holidays were reviewed.

Motioned by Yanch

Second by Hasler

Carried

Both libraries will be closed Christmas Eve and New Year's Eve as well as December 25<sup>th</sup>, December 26 and January 1<sup>st</sup>.

- All financials were reviewed.

Motioned by Fritch

Second by Ball

Carried

To accept Officers report.

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Nothing at this time.

**New business**

- The board discussed the idea of reviewing and changing Denbigh Library hours once the move is complete.

**Closed Meeting**

**Date and time of next meeting: January 26, 2012 at the Flinton Library at 10:00am.**

**Motion to Adjourn**

Motioned by Yanch

Second by Fritch

Carried

To adjourn at 10:30am

Vice Chair M. McKinnon

J. Phillips