

Addington Highlands Public Library Board

Minutes of January 26, 2012 at Flinton Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard T. Fritsch

C. Hasler H. Yanch

M. McKinnon

A. Ball

Absent with regrets Hogg at Large and L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of January 26, 2012

Motioned by Yanch

Seconded by McKinnon

Carried

To approve agenda of January 26, 2012

Approval and Adoption of the minutes of November 24, 2011

Motioned by Yanch

Second by Hasler

Carried

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

Business arising from minutes of November 24, 2011

- Progress of OTF grant was reviewed. Decision was made for Drop Box. Phillips reported the contract plans on starting demolition the end of January. Board will visit the new location after the February meeting and Phillips will have colour chips to review.

Matters for Consideration

Nothing at this time.

Reports of Officers

- Phillips reported Hooks Rona donated two new children's books in memory of Nell McFadden to the Flinton Library
- Phillips reported the library has joined the CNIB Library Partners Program and reviewed the benefits of this partnership.
- Phillips reported our Secure Access Registration Form for I+IT Cluster Applications related to the annual survey was submitted.
- Phillips reported The T4's for 2011 were e-filed and the staff have received their copies.
- The monthly activity and yearend summary was reviewed. Phillips to work in the e-resource usage in the next report.
- Phillips reported she has the books are almost ready to go to the auditor.
- All financials were reviewed.
- The Budget Proposal for 2012 was reviewed.

Motion # 120126

Motioned by M. McKinnon

Second by Fritch

Carried

To send budget proposal for 2012 to council.

Motioned by Carolyn

Second by McKinnon

To except 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: February 23, 2012 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Hasler

Carried

To adjourn at 11:10AM

Chair – Lessard J. Phillips

Addington Highlands Public Library Board

Minutes of February 23, 2012 at Denbigh Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard T. Fritsch

C. Hasler H. Yanch

M. McKinnon

A. Ball

Absent with regrets Hogg at Large and L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of February 23, 2012

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of February 23, 2012

Approval and Adoption of the minutes of January 26, 2012

Motioned by Yanch

Second by Hasler

Carried

To approve and adopt the minutes of January 26, 2012.

Business arising from minutes of January 26, 2012

- CNIB Daisy Audio books and program were reviewed.
- A reduction in the monthly Bell Telephone service at each location was discussed.
- OTF progress was reviewed.

Matters for Consideration

Nothing at this time.

Reports of Officers

- The United Way "Success by Six" was reviewed and both locations will take part in the program in May. Denbigh – May 8th and Flinton – May 9th.
- Phillips reported the Flinton Library has been reorganized and an island has been added.
- The new monthly activity report for e-resources was reviewed.
- All financials were reviewed.

Motioned by McKinnon

Second by Hasler

To except 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: March 22, 2012 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Hasler

Carried

To adjourn meeting at 10:25. Board members moved to new library location to check progress.

Chair – Lessard J. Phillips

Addington Highlands Public Library Board

Minutes of March 22, 2012 at Flinton Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hasler

M. McKinnon

A. Ball

L. Scott

Absent with regrets Hogg at Large, H. Yanch and T. Fritsch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of March 22, 2012

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of March 22, 2012

Approval and Adoption of the minutes of February 23, 2012

Motioned by Ball

Second by Hasler

Carried

To approve and adopt the minutes of February 23, 2012.

Business arising from minutes of February 23, 2012

- The auditor has the library books for 2011.

Matters for Consideration

Reports of Officers

- Information for the new 2011 Annual Survey was reviewed

- The problem with the Denbigh computers was reviewed. Brian Heenan fixed remotely.

- Phillips reported the Historical Society will be presenting the book Hardships, Not Withstanding by Andrew R. Minigan. Mr. Minigan will be at the Denbigh Library April 19th from 7pm-8pm to do a book signing and talk about the book. Other book about Denbigh's history will also be for sale. The board will provide coffee and cookies.

- The Denbigh library progress was reviewed. The painting is finished; all purchases and colours were reviewed.

- A possible Moving Sale was discussed.

- Monthly activity was reviewed, and possible changes to the kid's program dates were discussed.

- All financials were reviewed.

Motioned by L. Scott

Second by McKinnon

To except 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: April 26, 2012 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by L. Scott

Second by Hasler

Carried

To adjourn meeting at 10:50.

Chair – Lessard J. Phillips

Addington Highlands Public Library Board

Minutes of April 26, 2012 at Denbigh Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

H. Yanch

M. McKinnon

T. Fritsch

L. Scott

Absent with regrets Hogg at Large, A. Ball and C. Hasler

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of April 26, 2012

Motioned by McKinnon

Seconded by Yanch

Carried

To approve agenda of April 26, 2012

Approval and Adoption of the minutes of March 22, 2012

Motioned by McKinnon

Second by Scott

Carried

To approve and adopt the minutes of March 22, 2012.

Business arising from minutes of March 22, 2012

- Phillips reported our books are back from the auditor, and we have a draft of the audit.
- The 2011 Annual Survey is now posted, there are a number of changes in the forms this year and is now done online. Due date for completion of survey is June 30th.
- Eighteen people attended Andrew R. Minigan's books signing at the Denbigh Library. Chair Carol Lessard accepted the signed copy donated to the library.

Matters for Consideration

☐ Nothing at this time.

Reports of Officers

- The effect of CAP funding ending were reviewed. A short information/questionnaire was signed by Chair Lessard and will be available to our patrons. Results to be sent to MP in September.
- Both Flinton and Denbigh will go to summer and reduced hours in the winter. Both locations will have a book drop box.
- The move to the new Denbigh Library was planned and the Library will open at the new location June 2nd. A grand opening will be planned for later in the summer

- The new Denbigh Library summer hours were reviewed and will start May 1st and end October 1st. The winter hours will be reviewed at a later date.

- Phillips reported there is a new version of Mandarin available, no charge. She will have the system updated as soon as she can get it set up with Mandarin.

- The Denbigh library progress was reviewed. The painting is finished; all purchases and colours were reviewed.

- Monthly activity was reviewed.

- All financials were reviewed.

Motioned by H. Yanch

Second by T. Fritsch

To except 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 24, 2012 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by L. Scott

Second by McKinnon

Carried

To adjourn meeting at 11:15

Chair – Lessard J. Phillips

Addington Highlands Public Library Board

Minutes of May 24, 2012 at Flinton Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hassler

M.McKinnon

T. Fritsch

L. Scott

Absent with regrets Hogg at Large, A. Ball, Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of May 24, 2012

Motioned by Fritch

Seconded by Hasler

Carried

To approve agenda of May 24, 2012

Approval and Adoption of the minutes of April 26, 2012

Motioned by Scott

Second by Mckinnon

Carried

To approve and adopt the minutes of April 26, 2012.

Business arising from minutes of April 26, 2012

- The 2011 Annual Survey has been filed.
- Phillips reported the Clifford day was enjoyed by all. Denbigh had 11 kids and Flinton 22.
- Fritch reported he is still working on a definite date for the combined opening in Denbigh.

Matters for Consideration

☐ Nothing at this time.

Reports of Officers

- Phillips reported she will be attending the OTF reporting workshop on June 7th and the SOLS clinic on June 11th.
- Security cameras for the new Denbigh Library were discussed.

Motioned by Fritch

Second by McKinnon

Carried

To purchase the security cameras for the New Denbigh Library.

- The progress, and plans for move in Denbigh were discussed and decisions made on times, dates and volunteers and the jobs required.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Hasler

Second by Scott

To except 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 28, 2012 at the New Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by McKinnon

Second by Scott

Carried

To adjourn meeting at 11:00

Chair – Lessard J. Phillips

Addington Highlands Public Library Board

Minutes of June 28, 2012 at Denbigh Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hassler

M. McKinnon

T. Fritsch

L. Scott

A. Ball

Absent with regrets Hogg at Large, Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of June 28, 2012

Motioned by McKinnon

Seconded by Fritsch

Carried

To approve agenda of June 28, 2012

Approval and Adoption of the minutes of May 24, 2012

Motioned by Scott

Second by Hasler

Carried

To approve and adopt the minutes of May 24, 2012, with the correction: H. Yanch absent.

Business arising from minutes of May 24, 2012

- The 2011 Annual Survey has been signed off.
- Phillips reported the Denbigh Library move went extremely well, thanks to the many volunteers, board members and staff.
- Phillips reported the security cameras were purchased.
- The new contact list was handed out.

Matters for Consideration

- Nothing at this time.

Reports of Officers

- Phillips reported on the OTF reporting workshop on June 7th and the SOLS clinic on June 11th.
- The AODA: Integrated Accessibility Standards Regulation (IASA) was reviewed.

Motioned by T. Fritch

Second by Hasler

Carried

To continue with our policies separate from the municipality.

- A draft of the policies Meeting the Requirements of the AODA Regulations and Customer Service Policy were reviewed.
- Phillips reported on the status of the Denbigh CAP funding for last year.
- Phillips reported, the cost to relocate the Bell internet to the new Denbigh Library was higher than originally quoted. SOLS has agreed to cover the additional cost.
- Phillips reported on the service updates on the library server performed by B. Heenan.
- Phillips reported the Denbigh Book and Bake sale will be held July 21st, Flinton will hold theirs August 4th.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Ball

Second by Mckinnon

Carried

To except officers report.

Correspondence received for consideration

- The increase cost for Overdrive was discussed.

Correspondence received for information

- Nothing at this time

New business

- Nothing at this time.

Closed Meeting

Date and time of next meeting: August 23 2012 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Scott

Second by Ball

Carried

To adjourn meeting at 11:05

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of August 23, 2012 at Flinton Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hasler

M. McKinnon

T. Fritsch

L. Scott

A. Ball

Absent with regrets Hogg at Large, Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of August 23, 2012

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of August 23, 2012

Approval and Adoption of the minutes of June 28, 2012

Motioned by Ball

Second by Hasler

Carried

To approve and adopt the minutes of June 28, 2012.

Business arising from minutes of June 28, 2012

- Moved to Reports of Officers

Matters for Consideration

- Nothing at this time.

Reports of Officers

- The book and bake sales went well this year -Denbigh Library raised \$383.00 and Flinton 327.00.
- Phillips reported the County Accessibility Members and P. Gray toured the Denbigh Library, August 16th. They were very impressed with the new library, washroom and entrance.
- Internet problems in Denbigh were discussed.
- The possible sale of part of the property the Flinton Library was discussed.

Motioned by L. Scott

Second by Hasler

Carried

That the library board send a letter to council expressing their concerns regarding the sale of the property.

- The new winter hours at both locations is was decided:

starting Oct. 1, 2012 Flinton winter hours will be

Monday 4pm-6pm

Tuesday noon – 4pm

Wednesday 10am-1pm

Thursday noon – 4

Saturday 10an-noon

Denbigh will start new hours Oct. 1, 2012 however the hours will be decided once we see how new Dr. hours go.

- Phillips reported the drop box is installed at Flinton Library and is being used regularly.
- The OTF grant and opening were discussed.
- Monthly activity was reviewed.
- All financials were reviewed.
- Phillips reported we are still waiting for the Denbigh CAP funding from last year, the PLOG funding should be deposited in our account the end of August and the next installment from the Municipality is expected around mid-September.

Motioned by Fritch

Second by McKinnon

Carried

To except officers report.

Correspondence received for consideration

- The increase cost for Overdrive was discussed.

Correspondence received for information

- Nothing at this time

New business

- Nothing at this time.

Closed Meeting

Date and time of next meeting: September 27 2012 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Scott

Second by Fritch

Carried

To adjourn meeting at 11:10

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of September 27, 2012 at Denbigh Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hasler

M.McKinnon

T. Fritsch

A. Ball

Absent with regrets Hogg at Large, Yanch, L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of September 27, 2012

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of September 27, 2012

Approval and Adoption of the minutes of August 23, 2012

Motioned by Hasler

Second by Ball

Carried

To approve and adopt the minutes of August 23, 2012, with the correction - Hasler spelt wrong in attendees.

Business arising from minutes of August 23, 2012

- Denbigh Library winter hours were reviewed new hours to be:

Monday closed

Tuesday 10am-3

Wednesday 4pm-7

Thursday 10am-3

Saturday 9am-12

- Sale of property the Flinton Library motion and letter signed by Board Chair has been sent to council
- security at Denbigh library was reviewed.

Matters for Consideration

- Pitney Bowes and Canada Post postage meter was discussed.
- CNIB scanner for library was discussed
- National Film Board proposal was discussed.

Reports of Officers

- The problems with book orders were reviewed. Whitehots is now the company we order from.
- Phillips reported the Ontario Government will be covering the cost of e-resources for the next 3 years.
- Phillips reported the Service Ontario at Libraries program may continue this year, no details as yet.
- Phillips reported a survey regarding OTF was completed and sent in.
- Phillips reported we received the Denbigh CAP funding for last year.
- The OTF grant and opening was reviewed.
- All activities and financials were reviewed.

Motioned by Fritch

Second by McKinnon

Carried

To except 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 – not required

Date and time of next meeting: October 25, 2012 at the Finton Library at 10:00AM.

Motion to Adjourn

Motioned by Hasler

Second by Ball

Carried

To adjourn meeting at 11:00

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of October 25, 2012, at Finton Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hasler

M. McKinnon

T. Fritsch

H. Yanch

Absent with regrets Hogg at Large, Ball, L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of October 25, 2012

Motioned by McKinnon

Seconded by Yanch

Carried

To approve agenda of October 25, 2012

Approval and Adoption of the minutes of September 27, 2012

Motioned by Hasler

Second by Fritsch

Carried

To approve and adopt the minutes of September 27, 2012, with the correction - Hasler spelt wrong in attendees.

Business arising from minutes

Moved to Officers Reports

Matters for Consideration

Nothing at this time.

Reports of Officers

- AODA Training Program was reviewed; plans were set in place for training of new staff, volunteers and board.
- The AODA policies were reviewed.

Motioned by H. Yanch

Second by C. Hasler

Carried

Motion # 20120628

To adopt and approve the Meeting the Requirements of the AODA Regulations Policy.

Motion #20120627

Motioned by McKinnon

Second by T. Fritsch

Carried

To approve and adopt the AODA Customer Service Policy.

- A request J. Pahl regarding the Township emergency operation plan was reviewed.

Motion # 20121025

Motioned by H. Yanch

Second by C. Hasler

Carried

If the Township office was severely damaged by fire and could not be used for a significant period of time. The Flinton Library building currently has an area in which one or two Township staff could set up two computers for a week or two if such an incident where to happen.

- Phillips reported the final signature for our PLOG has been attached to our file. No word yet as to when we can expect our funding.

- Phillips reported she purchased QuickBook Premier Edition from TechSoup Canada, and installed the Non Profit version.
- Monthly activity and summary were reviewed.

Motion # 201210251

Motioned by H. Yanch

Second by M. McKinnon

Carried

The library will not renew Overdrive program at the increased cost.

- The National Film Board Proposal was reviewed; decision to be made at a later date.
- All financials and budget revision were reviewed.

Motion #201210252

Motioned by F. Fritsch

Second by M. McKinnon

Carried

To approve the Budget Revision.

Motioned by H. Yanch

Second by Hasler

Carried

To except officers report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time

New business

- The opening for the Denbigh Library was reviewed. The opening is planned for Saturday November 17, 2012. OTF will be sending a representative, MPP Hillier will attend.

All decisions on who will provide what, and programing was reviewed.

Closed Meeting – not required

Date and time of next meeting: November 22, 2012 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Hasler

Second by Yanch

Carried

To adjourn meeting at 11:15

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of November 22, 2012, at Denbigh Library

Call to Order: by Chair C. Lessard at 10:00 am.

Attendees:

C. Lessard

C. Hasler

M. McKinnon
T. Fritsch
H. Yanch
A. Ball
Absent with regrets Hogg at Large, L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of November 22, 2012

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of November 22, 2012

Approval and Adoption of the minutes of October 25, 2012

Motioned by Hasler

Second by Fritsch

Carried

To approve and adopt the minutes of October 25, 2012, with the correction of location.

Business arising from minutes

- As per motion #201210251, Overdrive has been cancelled for 2013
- Motion #20121025, use of library in case of an emergency at the township office was delivered to township clerk.
- The success of the Denbigh Ribbon cutting was reviewed.

Matters for Consideration

Nothing at this time.

Reports of Officers

- Phillips reports the final OTF report will be completed before end of month.
- Phillips reported we received our PLOG grant funds November 14, 2012
- Phillips reported we will receive our final installment from the Township early December.
- Phillips reported we received the forms for the first part of our 2012 Annual Survey.
- Monthly activity was reviewed. In the last 3 month Denbigh patron visit have increased 6.6%
- Phillips report the Service Ontario at Libraries Program will run again.
- All financials were reviewed.
- Phillips reported the 2013 Budget Proposal will be ready for next meeting.

Motioned by Ball

Second by McKinnon

Carried

To except officers report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time

New business

Holiday Hours were reviewed. The libraries will be closed December 24, 25, 26 and December 31 and January 1st

Closed Meeting – not required

Date and time of next meeting: January 24, 2013 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Yanch

Carried

To adjourn meeting at 10:16

Chair – Lessard

J. Phillips