

Addington Highlands Public Library Board

Minutes of January 24, 2013 at Flinton 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 January 24, 2013

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of January 24, 2013

Approval and Adoption of the minutes of November 22, 2012

Motioned by Ball

Second by Hasler

Carried

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

Business arising from minutes

- OTF final report was reviewed. We should have our final Building Report on Friday January 25, 2013. The final report will be filled the week of January 28th.
- Possibilities for the upgrade to one computer at each branch were discussed. Purchase to be provided by the Service Ontario at Libraries program.
- T. Fritsch reported Council is considering installing an EXIT light at the Denbigh Library.

Matters for Consideration

Nothing at this time.

Reports of Officers

- The board reviewed the Large Print and Audio Projection plan for 2013
- Phillips reported the library accounts are ready for the auditor, just waiting on final claims to come in.
- Phillips reported a problem with a leak in Flinton Library roof. The matter was reported to the office.
- Phillips reported the staffs have received their T4's for 2012.
- Phillips reported we will receive a HCSB credit of \$87.97.
- The purchase of a new office computer was discussed.
- Phillips reported on a new problem with book delivery.
- Annual activity report was reviewed.
- Phillips reported the final Hydro bill was received, total for 2012 pretty will the same as 2011.
- Phillips reported we are waiting for our Tax rebate and SOLS connectivity claims.
- The Proposed Budget for 2013 was reviewed

Motion #01242013

Motioned by Fritsch
Second by McKinnon
Carried

To send 2013 Budget Proposal to Council.

Motioned by McKinnon
Second by T. Fritsch
Carried
To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Phillips reported on a note from a patron concerning an overdue book.

New business

- Fritsch report the old library and furnace room storage has been cleaned out.
He also suggested that any future move should include a plan for garbage disposal.
- The remaining shelves in the old school library were discussed.

Closed Meeting – not required

Date and time of next meeting: February 28, 2013 at the Denbigh 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 March 7, 2013 at Denbigh Library

Meeting moved from February 28, 2013 due to weather.

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

Attendees:

C. Lessard

C. Hasler

M. McKinnon

T. Fritsch

A. Ball

H. Yanch

Absent with regrets Hogg at Large, L. Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of March 7, 2013

Motioned by McKinnon

Seconded by Yanch

Carried

To approve agenda of March 7, 2013

Approval and Adoption of the minutes of January 24, 2013

Motioned by Ball

Second by Hasler

Carried

To approve and adopt the minutes of January 24, 2013.

Business arising from minutes

- OTF final report was filed, and we received confirmation all reporting requirements were filled and the foundations file on the grant has been formally closed.
- Service Ontario claim for 2 upgraded computers was accepted and we have received the funds.
- T. Fritsch reported Council has installed the EXIT light at the Denbigh Library.
- Phillips reported the book order problem has finally been corrected.

Matters for Consideration

Nothing at this time.

Reports of Officers

- After a review

Motioned by Fritsch

Second by McKinnon

Carried

To approve **motion # 022813-1** revised Computer Workstation Policy, all patrons who use the public stations to sign.

- After a review
Motioned by Yanch
Second by Hasler
Carried
To approve **motion # 022813**, Confidentiality of Patron and Circulation records policy.
- Phillips reported the libraries have received a few calls regarding cancelling the Overdrive. Board agreed it was the right decision.
- Phillips reported the United Way Success by Six will be running a program at both locations again this year, the date is not set as yet but will be early May.
- Monthly activity report was reviewed.
- All financials were reviewed.
- Phillips and Lessard will set up online access to library bank statements.

Motioned by Yanch
Second by Ball
Carried
To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Phillips reported on a note from a patron concerning an overdue book.

New business

- Possible dates for this year's book and bake sale at both locations was discussed. Not decision made at this time.

Closed Meeting – not required

Date and time of next meeting: March 28, 2013 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Hasler
Second by Yanch
Carried
To adjourn meeting at 11:00

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of March 28, 2013 at Finton Library

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

Attendees:

C. Lessard
C. Hasler
M. McKinnon
T. Fritsch
L. Scott

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of March 28, 2013

Motioned by Fritsch
Seconded by McKinnon
Carried

To approve agenda of March 28, 2013

Approval and Adoption of the minutes of March 7, 2013

Motioned by Fritsch
Second by Hasler
Carried

To approve and adopt the minutes of March 7, 2013.

Business arising from minutes

- Phillips handed out the new e-resources brochure and signs.
-

Matters for Consideration

Nothing at this time.

Reports of Officers

- Phillips reported she is reviewing and updating policies. The best way to proceed was discussed. Phillips will e-mail copies to Board members for their review; the policies will then be discussed at the next meeting.
- Phillips reported she will be attending a Library Committee Meeting in Campbellford on April 8th.
- Monthly activity report was reviewed.
- All financials were reviewed.
- Phillips reported we now have access to our bank statement online, and can make deposits.

Motioned by McKinnon
Second by Hasler
Carried
To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Phillips reported on a note from a patron concerning an overdue book.

New business

- The Denbigh library floor was discussed.
- Phillips reported she would like to add a small storage area to the side of the Flinton Library.

Closed Meeting

Motioned by Fritsch

Second by Hasler

Carried

To go to closed meeting

Motioned by Fritsch

Second by McKinnon

Carried

To receive report.

Motioned by Hasler

Second by L. Scott

Carried

To go out of closed meeting.

Motion by Fritsch

Second by McKinnon

Carried

To adopt the recommendation of the closed meeting.

Date and time of next meeting: April 25, 2013 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by L. Scott

Second by Hasler

Carried

To adjourn meeting at 10:45 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of April 25, 2013 at Denbigh Library

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

Attendees:

C. Lessard
M. McKinnon
T. Fritsch
Ball

Absent with regrets Hogg at Large, H. Yanch, Hasler and L Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of April 25, 2013

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of April 25, 2013

Approval and Adoption of the minutes of March 28, 2013

Motioned by Fritsch

Second by McKinnon

Carried

To approve and adopt the minutes of March 28, 2013.

Business arising from minutes

- After a review

Motion by McKinnon

Second by Ball

Carried

To approve motion #042513 – Vol-1 Volunteer Program Policy

Motioned by Fritsch

Second by McKinnon

Carried

To approve motion #0425131 – Vol-2 Recruitment and Assignment Policy

Motioned by Ball

Second by Fritsch

Carried

To approve Motion #0425132 – Vol-3 Responsibilities of Volunteers

Motioned by Fritsch

Second by McKinnon

Carried

To approve Motion #0425133 – Contract for Volunteer Services.

- Personnel Policy and Health and Safety Policies were reviewed.
- Problem with Denbigh Library floor was discussed. Fritsch to obtain estimates to have it refinished.

Matters for Consideration

- Nothing at this time

Reports of Officers

- The proposed sale of part of the property the Flinton Library is located on was discussed. The construction, use and location of the library well was discussed
- The possibility of using a small area in the old rink building for Flinton Library storage until we can provide storage at the library was discussed.
- Phillips reported C. Lessard, son in law has refinished the picnic tables and bench, C. Lessard provided the stain.
- Phillips reported instead of daily tally Denbigh Library will do hourly tally for Tuesday and Thursdays.
- Monthly activity report was reviewed.
- All financials were reviewed.

Motioned by McKinnon

Second by Fritsch

Carried

To except CEO report.

Correspondence received for consideration

- A request to use the Denbigh Library during closed hours on Wednesday afternoon was discussed.

Motioned by Ball

Second by McKinnon

Carried

Not to approve the request.

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Correspondence received for information

New business

Date and time of next meeting: May 23, 2013 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by McKinnon

Carried

To adjourn meeting at 11:40 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of May 23, 2013 at Flinton Library

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

Attendees:

C. Lessard
M. McKinnon
Yanch
Ball
Hasler

Absent with regrets Hogg at Large, H. Fritsch and L Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of May 23, 2013

Motioned by Ball
Seconded by McKinnon
Carried
To approve agenda of May 23, 2013

Approval and Adoption of the minutes of April 25, 2013

Motioned by McKinnon
Second by Ball
Carried
To approve and adopt the minutes of April 25, 2013.

Business arising from minutes

- Policies were reviewed.
- Phillips reported on the Flinton Library sand-point, the MOE and Board of Health have been advised on its construction and location. Phillips reported she attended the Council meeting May 21, 2013 to inform council of the correct information and the library and public concerns over sale of the property.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the 2012 Annual Server has been submitted.
- Phillips reported the United Way Success by 6 was a great success again the year. The children really enjoyed Mickey and Minnie.
- The new summer and winter hours were reviewed, new summer hours to start June 1st and run to end of August and winter hours from September 1st until end of May.

- Phillips reported the home-school children will be doing the Flinton Library garden the end of May.
- Flinton will hold its yearly book and bake sale Saturday August 3re 8:30-noon. Denbigh will hold a book sale July 6th.
- Monthly activity report was reviewed.
- All financials were reviewed.

Motioned by Yanch

Second by Hasler

Carried

To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Nothing at this time.

Date and time of next meeting: June 27, 2013 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Yanch

Carried

To adjourn meeting at 10:50 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of June 27, 2013 at Denbigh Library

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

Attendees:

C. Lessard
Hasler
Fritsch

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of June 27, 2013

Motion moved to next meeting

Approval and Adoption of the minutes of May 23, 2013

Motion moved to next meeting

Business arising from minutes

- Policies review moved to next meeting
- Sale of Flinton property was reviewed
- Denbigh library floor was reviewed, no decision was made. Moved to next meeting

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the 2012 Annual Server has been signed off.
- Phillips reported we have a draft of our 2012 audit, changes in reported was reviewed. No changes required in how we submit our financials.
- Phillips reported a camera was purchased for Denbigh Library to take pictures at programs and events.
- Phillips reported both libraries have unlimited internet and the password has been taken off Flinton.
- Phillips reported the new standard desk top is installed on all computers
- Phillips reported the computer problems at Denbigh
- Phillips reported an OTF grant application was submitted June 26, 2013.
- A possible storage shed for Flinton Library was reviewed.
- Phillips reported our contract with Service Ontario was signed.
- Storage for Flinton Library was reviewed
- Monthly activity report was reviewed.
- All financials were reviewed.

Motion to except CEO report, moved to next meeting

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- United Way Success has asked that we participate again in 2014.

New business

- Nothing at this time.

Date and time of next meeting: August 22, 2013 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Fritsch

Second by Hasler

Carried

To adjourn meeting at 10:50 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of August 22, 2013 at Denbigh Library

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

Attendees:

C. Lessard
Hasler
McKinnon
Ball

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of August 22, 2013

Motion by Ball

Second by McKinnon

Carried

To approve the agenda of August 22, 2013

Approval and Adoption of the minutes of May 23, 2013

After a review

Motioned by Hasler

Second by McKinnon

Carried

To approve and adopt the minutes of May 23, 2013

After a review of June 27, 2013 meeting

Motioned by Hasler

Second by Lessard

Carried

To approve agenda of June 27, 2013

After a review

Motioned by Ball

Second by McKinnon

Carried

To approve and adopt the minutes of June 27, 2013

After a review

Motioned by Lessard

Second by Hasler

Carried

To approve CEO report of June 27, 2013

Business arising from minutes

After final review of Personnel Policy Per-13. Motion #0822131

Motioned by McKinnon
Second by Ball
Carried
To approve Personnel Policy Per-13

After final review of Health and Safety Policy HS-01, HS-02 and HS-03. Motion #0822132
Motion by Hasler
Second by Ball
Carried
To approve Health and Safety Policy HS-01, HS-02, HS-13.

Denbigh Floor
Phillips report the cost to refinish the Denbigh Library floor will be cover by the township. After a discussion the board decided that only furnishings and books required will be moved. Date is scheduled for some time in September.

Flinton Library property
The board checked out the great job volunteers did bringing the property back to proper condition. The board will request that the person hired by the Township to maintain the property keep it properly. The idea of putting a park bench by the river was discussed and Phillips will look for one. The status of the proposal for a local resident to purchase part of the property was reviewed.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the internet and computer problems over the summer have been corrected. Two new computers were purchased, and a new Bell modem installed.
- Phillips reported a request from OTF for further information was sent in. Phillips also report that due to the number of request for funds in the Quinte-Kingston-Rideau area our application is now being accessed in the Toronto region.
- Phillips reported the application for increased internet speed in Flinton was approved, and has been upgraded.
- Phillips reported we applied for and received \$1,348.00 Capacity Build grant, fund to go to upgrading both libraries DVD's, LP, YA, J and C books.
- Phillips reported we sent in our PLOG application, and have received the funding.
- Phillips reported we received our TAX rebate
- Phillips reported the Flinton Book and Bake sale made a total of 285.00. Denbigh Book sale made 211.42
- After a review of possible storage for Flinton Library, it was decided a shed will be built on west side of building.
- A sign made by B. Leoen listing 6 months of stat days the libraries will be closed was reviewed and will be posted at both locations.
- Phillips reported P. Malcom worked at the Flinton Library for a day.
- Monthly activity report was reviewed.
- All financials were reviewed.

Motioned by Hasler
Second by McKinnon
Carried

To approve the CEO report

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time

New business

- Nothing at this time.

Date and time of next meeting: September 26, 2013, at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by McKinnon

Second by Ball

Carried

To adjourn meeting at 10:45 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of September 26, 2013 at Denbigh Library

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

Attendees:

C. Lessard
M. McKinnon
Yanch
Ball
Hasler

Absent with regrets Hogg at Large, T. Fritsch and L Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of September 26, 2013

Motioned by McKinnon

Seconded by Yanch

Carried

To approve agenda of September 26, 2013

Approval and Adoption of the minutes of August 22, 2013

Motioned by McKinnon

Second by Ball

Carried

To approve and adopt the minutes of August 22, 2013.

Business arising from minutes

- Phillips reported the Denbigh Floor is finished. Fritsch will be ordering mats.
- Phillips reported the storage shed at the Flinton Library is complete.

Matters for Consideration

- Problem with board attendance was reviewed.

Reports of Officers

- Phillips reported the Service Ontario claim has been approved
- Phillips reported the policy binder and index are ready and will be placed at each library.
- The monthly activity was reviewed. Phillips to check on the cost of the full edition of Ancestry Canada.
- All financial were reviewed.

Motioned by Yanch

Second by Hasler

Carried

To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- A change in reporting the Bank Reconciliation for privacy purpose was reviewed.

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

Motion to Adjourn

Motioned by Ball

Second by Yanch

Carried

To adjourn meeting at 10:35 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of October 24, 2013 at Finton Library

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

Attendees:

C. Lessard

M.McKinnon

Fritsch

Ball

Absent with regrets Hogg, at Large, C. Hasler, H. Yanch and L Scott

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of October 24, 2013

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of October 24, 2013

Approval and Adoption of the minutes of September 26, 2013

Motioned by Ball

Second by McKinnon

Carried

To approve and adopt the minutes of September 26, 2013, with corrections

Business arising from minutes

- Phillips reported the full version of Ancestry is not available to Public Libraries. The difference in the two programs was reviewed.
- Phillips reported a copy of the policy binder is at each library.
- Fritsch reported the new mats have been installed in the Denbigh Library. After a discussion the Denbigh library will post a sign requesting patrons to remove boots before entering the library. The library will provide chairs for patrons and a mat for the boots.
- Lessard reported on the board attendance.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the Service Ontario funding has been received.
- Phillips reported server and internet issues in the Finton Library. The problem was resolved thanks to B. Heenan IT support.
- After a review –
Motion # 20131024
Motioned by Fritsch
Second by McKinnon

Carries

To accept the 2012 Library Audit.

- Phillips reported the Capacity Build grant is almost complete.
- Phillips reported, that after talking with the staff responsible for book orders that we are looking at changing companies.
- The monthly activity was reviewed. Phillips reported an increase in YA book circulation since the new section has been put in place.
- All financial were reviewed.
- A draft of the final 2013 revised budget was reviewed.

Motioned by Fritsch

Second by Ball

Carried

To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Proper paint storage was reviewed.
- Fire inspection in Denbigh was reviewed.
- The requirements for both libraries were discussed. Phillips to set up yearly inspection of all extinguishers in Flinton, monthly inspection of all extinguishers at both locations to be done by staff. Phillips to check signage, exit lights and purchase or repair as required.

Date and time of next meeting: November 28, 2013 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Fritsch

Carried

To adjourn meeting at 10:45 am

Chair – Lessard

J. Phillips

Addington Highlands Public Library Board

Minutes of November 28, 2013 at Denbigh Library

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

Attendees:

C. Lessard

M. McKinnon

Fritsch

H. Yanch

Absent with regrets Hogg, at Large, A. Ball

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda of November 28, 2013

Motioned by McKinnon

Seconded by Hasler

Carried

To approve agenda of November 28, 2013

Approval and Adoption of the minutes of October 24, 2013

Motioned by Hasler

Second by McKinnon

Carried

To approve and adopt the minutes of October 24, 2013.

Business arising from minutes

- As a board member has resigned
Motion # 11282013
Motioned by T. Fritsch
Second by C. Hasler
Carries
With the resignation of a board member, effective Oct. 31, 2013 the board declares her seat vacant.
Motion to be sent to council.
- Phillips reported the Library Board was successful with its OTF grant. The grant and requirement were reviewed.
- Phillips gave an update on the Fire extinguishers and exit light at Flinton Library. She also reported the monthly check list is at both locations. She has contacted the fire chief regarding the requirements for back up lighting in Flinton Library.
- Phillips reported C. Hasler donated three chairs for patrons to sit and remove their boots at the Denbigh Library.

Matters for Consideration

- Nothing at this time

Reports of Officers

- The Christmas holidays at both locations was reviewed.
- The list of meeting dates for 2014 were handed out.
- The theme for 2014 TD Summer Reading program is Eureka!
- Monthly activity was reviewed.
- Phillips reported on an error in the library catalogue, she is working on correcting it.
- After a review
Motion # 11282013-2
Moted by H. Yanch
Second by M. McKinnon
Carries
To approve the Budget Revision.
- Phillips reported she will work on next year's budget proposal for the next meeting.
- All financial were reviewed.
- Phillips gave a report on all OTF grants we have received to date.

Moted by H. Yanch
Second by C. Hasler
Carried
To except CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Nothing at this time

Date and time of next meeting: January 23, 2014 at the Flinton Library at 10:00AM.

Motion to Adjourn

Moted by H. Yanch
Second by M. McKinnon
Carried
To adjourn meeting at 10:35 am

Chair – Lessard

J. Phillips