

**Addington Highlands Public Library Board
Minutes of January 23, 2014 at Flinton Library**

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

Chair C. Lessard welcomed and introduced the new board member D. Wood.

Attendees:

C. Lessard

M. McKinnon

T. Fritsch

D. Wood

A. Ball

Absent with regrets Hogg, at Large, C. Hasler

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda January 23, 2014

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of January 23, 2014

Approval and Adoption of the minutes of November 28, 2013

Motioned by T. Fritsch

Second by McKinnon

Carried

To approve and adopt the minutes of November 28, 2013

Business arising from minutes

- Moved to CEO report.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the OTF grant funds were deposited January 2nd, and all equipment has been ordered and received. Denbigh Library is set up and Flinton Library will be done the last week of January. Bell has installed a fax line at each location and we have our new fax numbers. The sticker to go on all L. Print, Audio and DVD's has been approved by OTF. A notice to be displayed on library web page, put in newspaper and displayed as signs thanking OTF is in the works just waiting for two final quotes and final approval.

After a review the board decided on a charge of .25 per page to send a fax, no charge to receive.

- Phillips reported Superior Propane needs to move the tanks at the Flinton Library, originally scheduled for January 14, 2014 however date has been moved to the spring. The board will look at options at that time.
- Phillips reported the error in cataloguing has been corrected.
- The sign for days the library will be closed in 2014 was reviewed and will be posted.
- Phillips handed out the new contact list.
- Monthly activity was reviewed.
- Phillips reported the T4's have been handed out and the summary filed.
- Bank reconciliation and year-end balance was reviewed.
- Phillips reported we are waiting on one bill and the books will be ready for the auditor.
- The 2014 Budget Proposal was reviewed.

Motion #012314

Motioned by T. Fritsch

Second by A. Ball

Carried

To send 2014 Budget Proposal to council for approval.

Motion by M. McKinnon

Second by D. Wood

Carried

To accept officers report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Phillips reported United Way Success by Six will be visiting the libraries again this year the week of May 3rd.

New business

- T. Fritsch brought to the attention and explained to the board an issue with the heating at Denhigh Library. T. Fritsch will monitor the issue; if necessary we will purchase a small heater.

Date and time of next meeting: February 27, 2014 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Wood

Carried

To adjourn meeting at 11:05 am

Chair – Lessard

J. Phillip2

**Addington Highlands Public Library Board
Minutes of February 27, 2014 at Denbigh Library**

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

Attendees:

C. Lessard

M.McKinnon

T. Fritsch

D. Wood

A. Ball

C. Hasler

H. Yanch

Absent with regrets Hogg, at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda February 27, 2014

Motioned by McKinnon

Seconded by Wood

Carried

To approve agenda of February 27, 2014

Approval and Adoption of the minutes of January 23, 2014

Motioned by T. Fritsch

Second by D. Wood

Carried

To approve and adopt the minutes of January 23, 2014

Business arising from minutes

- Phillips reported on delay with chairs for Flinton
- Phillips reported the OTF announcement was in the paper twice.
- Phillips reported on continuing problem with Denbigh fax
 Motioned by H. Yanch
 Second by McKinnon
 Carried
 To have bell install a separate line for Denbigh fax.
- Phillips reported the library books are at the auditor
- Heating issues in Denbigh were reviewed.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported a staff member is on medical leave, she will return when doctor approves. Phillips to cover her shifts.
- Phillips reported a patron in Denbigh has volunteered to run basic computer class. Patrons will donate to the library instead of a regular charge.
- Kids winter programs were reviewed, new programs will be: Halloween, Christmas, March Break, Easter, Mother's Day, Father's Day and the TD summer reading program.
- Issues with the snow ploughing in Flinton, Councilor Fritsch and Councilor Yanch to take problem to Council
- The new Librarian Duties information sheet was reviewed.
- D. Wood presented a fundraising idea. Walk-Run-Bike-A-Thon, Saturday April 26, 2014 at 1pm. Proceeds to help fund the purchase of public outdoor sitting area equipment for the library riverfront. Sample signs, sponsor sheet, etc. were reviewed.
 Motioned by D. Wood
 Second by C. Hasler
 Carried
 To hold the Walk-Run-Bike-A-Thon in Flinton
- Monthly activity was reviewed.
- All financials were reviewed.

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: March 27, 2014 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Yanch

Second by Ball

Carried

To adjourn meeting at 10.55 am

Chair – Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of March 27, 2014 at Flinton Library**

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

Attendees:

M.McKinnon

T. Fritsch

D. Wood

A. Ball

C. Hasler

H. Yanch

Absent with regrets Lessard and Hogg, at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda March 27, 2014

Motioned by Ball

Seconded by Hasler

Carried

To approve agenda of March 27, 2014, with the correction of location of next meeting Denbigh Library.

Approval and Adoption of the minutes of February 27, 2014

Motioned by Wood

Second by Ball

Carried

To approve and adopt the minutes of February 27, 2014

Business arising from minutes

- Walk – Run – Bike a Thon progress was reviewed.
- Phillips reported the chairs and student desk are in place at Flinton Library
- The snow removal problem at the Flinton Library was discussed.

Motion # 270314

Motioned by Fritsch

Second by Yanch

Carried

Addington Highlands to plow Flinton Library Parking area after every snowfall or hire a contractor to do it.

- Phillips reported the library books are at the auditor
- Heating issues in Denbigh were reviewed.

Matters for Consideration

- Phillips to send a note to Township office regarding Pay Equity.

Reports of Officers

- Phillips reported the Township received an accessibility grant which include items for the libraries.
- Phillips reported an inspection was done at Flinton Library and 5 of the ceiling lights to be replaced.
- Phillips reported that due to the slope of the Flinton Library roof and the ice dam leak problems, heat tracking will be installed by next winter. Phillips to paint marked ceiling.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Yanch

Second by Wood

Carried

To accept officers reports

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: April 24, 2014 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Wood

Second by Fritsch

Carried

To adjourn meeting at 10.40 am

Vice Chair – Mckinnon

J. Phillips

**Addington Highlands Public Library Board
Minutes of April 24, 2014 at Denbigh Library**

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

Attendees:

M.McKinnon

T. Fritsch

D. Wood

A. Ball

C. Hasler

C. Lessard

Absent with regrets Yanch and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda April 24, 2014

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of April 24, 2014.

Approval and Adoption of the minutes of March 27, 2014

Motioned by Wood

Second by Ball

Carried

To approve and adopt the minutes of March 27, 2014

Business arising from minutes

- Walk – Run – Bike a Thon progress was reviewed.
- The solution to snow removal problem at the Flinton Library was discussed.
- The Board reviewed the Library Audit Draft.

Motion # 240414

Motioned by T. Fritsch

Second by C. Hasler

Carried

To approve the Draft Audit.

- Phillips reported the Township is doing Pay Equity; all staff are completing their forms.
- Phillips reported the new line for Denbigh Library fax is scheduled for May 12th.

Matters for Consideration

Reports of Officers

- Phillips reported all staff has completed the Health and Safety course and the certificates were sent to the office and a copy put in files.
- Phillips reported Franklin is coming to Denbigh Library May 6th and Flinton Library May 7th.
- Phillips reported AHOLA Exteriors has been called regarding the trim on the Flinton Library windows.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by McKinnon

Second by Wood
Carried
To accept officers reports

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: May 22, 2014 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball
Second by Fritsch
Carried
To adjourn meeting at 10.45 am

Chair C. Lesserd

J. Phillips

**Addington Highlands Public Library Board
Minutes of May 22, 2014 at Flinton Library**

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

Attendees:

M.McKinnon
D. Wood
A. Ball
C. Hasler
C. Lessard
Absent with regrets Yanch, Fritsch and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda May 22, 2014

Motioned by McKinnon
Seconded by Ball

Carried

To approve agenda of May 22, 2014.

Approval and Adoption of the minutes of April 24, 2014

Motioned by Ball

Second by Wood

Carried

To approve and adopt the minutes of April 24, 2014

Business arising from minutes

- Walk – Run – Bike a Thon final total was reviewed. Plans for use of funds were discussed.
- Fax line order for Denbigh has been put on hold until new line is available.
- Final audit was handed out.
- The Success by 6, visit to the library was reviewed.

Matters for Consideration

Reports of Officers

- Phillips reported she is attending a SOLS committee meeting May 26th
- Phillips reported she has contacted AHOLA Exteriors again regarding the trim on the Flinton Library.
- Phillips reported the Mandarin upgrade was installed.
- Phillips reported the 2013 Annual Survey is now available. We are waiting on one report from SOLS e-resources and the library will be able to file.
- Phillips reported the summer hours at both locations start June 1st.
- Dates and times for the TD Summer reading program were reviewed.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Ball

Second by McKinnon
Carried
To accept officers reports

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 26, 2014 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball
Second by Hasler
Carried
To adjourn meeting at 11:10 am

Chair C. Lesserd

J. Phillips

**Addington Highlands Public Library Board
Minutes of June 26, 2014 at Denbigh Library**

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

Attendees:

M. McKinnon
D. Wood
A. Ball
C. Hasler
C. Lessard
T. Fritsch
Absent with regrets Yanch, and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda June 26, 2014

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of June 26, 2014.

Approval and Adoption of the minutes of May 22, 2014

Motioned by Mckinnon

Second by Ball

Carried

To approve and adopt the minutes of May 22, 2014

Business arising from minutes

Moved to Reports of Officers

Matters for Consideration

Nothing at this time

Reports of Officers

- An update on the gazebo was reviewed
- Phillips reported we received a thank-you from Success By 6, and a request to participate next year.
- Phillips reported the Annual survey was submitted and the PLOG will be completed as soon as it is posted.
- Moving the propane tanks at Flinton Library was discussed and we will be staying with Superior propane. Phillips will set it up.
- Phillips reported she was contacted by the office regarding pay equity, nothing has been decided at this time.
- A problem with the grass cutting at Flinton Library was discussed. Fritsch to check into it.
- Phillips reported the automatic doors at Denbigh Library are installed; we are still waiting on the Flinton Library.
- Phillips reported she spoke with the office regarding the accessible desk for Flinton Library.
- Phillips reported on the Committee meeting in Keene.

- Phillips reported on talks with the auditor
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Fritsch
Second by Hasler
Carried
To accept officers reports

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: August 28, 2014 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Wood
Second by Ball
Carried
To adjourn meeting at 11:05 am

Chair C. Lesserd

J. Phillips

**Addington Highlands Public Library Board
Minutes of August 28, 2014 at Flinton Library**

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

Attendees:

M. McKinnon
D. Wood
A. Ball
C. Hasler
C. Lessard
T. Fritsch

H. Yanch
Absent with regrets Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda August 28, 2014

Motioned by Yanch

Seconded by Ball

Carried

To approve agenda of August 28, 2014.

Approval and Adoption of the minutes of June 26, 2014

Motioned by Fritsch

Second by McKinnon

Carried

To approve and adopt the minutes of June 26, 2014

Business arising from minutes

- Phillips reported Superior Propane moved and replaced the tanks with cylinders August 21th
- Phillips reported the Gazebo is levelled and will be set permanent on the Labour Day weekend
- Phillips reported the PLOG was submitted.
- Phillips gave an update on the problem with the library trim.
- The grass cutting problem at the Flinton Library was discussed again, as it is not working out. Options were discussed.
- The problem with the window for accessibility was reviewed. Phillips reported the office is looking into replacing it.
- The ongoing problem with the property the library sits on was discussed. Fritsch and Yanch to review with Council

Matters for Consideration

Nothing at this time

Reports of Officers

- Phillips reported the Book and Bake sales went well. Flinton rec. club was thanked for their support of the Flinton Library.
- Phillips reported the problems with the Denbigh internet have been corrected.
- Phillips reported on the success of the TD Summer Reading program, at both locations.
- September 1st is the start of the winter hours at both locations.

- Possible accessible parking space at Flinton Library was discussed.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Wood
Second by Hasler
Carried
To accept officers reports

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 25, 2014 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball
Second by Wood
Carried
To adjourn meeting at 11:00 am

Chair C. Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of September 25, 2014 at Denbigh Library**

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

Attendees:

M. McKinnon
D. Wood
A. Ball

C. Hasler
C. Lessard
Absent with regrets Fritsch, Yanch and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda September 25, 2014

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of September 25, 2014.

Approval and Adoption of the minutes of August 28, 2014

Motioned by Ball

Second by Hasler

Carried

To approve and adopt the minutes of August 28, 2014

Business arising from minutes

- Moved to CEO report

Matters for Consideration

Nothing at this time

Reports of Officers

- Superior propane final bill was reviewed. No charge to move tanks and change them out for cylinders
- Phillips gave an update on the trim at Flinton Library
- Snow removal and grass cutting was discussed, will review once the season starts.
- Phillips reported the accessible desks were ordered and the area set up for them.
- The election and end of four year term on board was reviewed.
- Phillips reported most staff will be participating in a training program. The program instructs the staff on the use of the government funded e-resources and will run from October 6, to December 12th and require 1 hour per week.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Wood
Second by McKinnon
Carried
To accept officers reports

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: October 23, 2014 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball
Second by McKinnon
Carried
To adjourn meeting at 10:40 am

Chair C. Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of October 23, 2014 at Flinton Township office**

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

Attendees:

M. McKinnon
H. Yanch
T. Fritsch
A. Ball
C. Hasler
C. Lessard
Absent with regrets D. Wood and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda October 23, 2014

Motioned by Ball

Seconded by Yanch

Carried

To approve agenda of October 23, 2014, with the correction of date of next meeting November 27, 2014

Approval and Adoption of the minutes of September 25, 2014

Motioned by McKinnon

Second by Ball

Carried

To approve and adopt the minutes of September 25, 2014, with the correction in spelling Lessard

Business arising from minutes

- Moved to CEO report

Matters for Consideration

Nothing at this time

Reports of Officers

- Phillips reported the trim on Flinton Library is now being replaced at no charge to library.
- Phillips reported pay equity has been finalized, and provided a review for the Board.
- A summary of the OTF grant was handed out and reviewed.
- All board members provided their letter of intent to stand for another term. Phillips to give to township clerk.
- The holiday hours for Christmas were discussed and the libraries will be closed December 24th, 25th, 26th, 27th 31st, and January 1st.
- Monthly activity was reviewed.
- All financials were reviewed.

Motioned by Yanch

Second by Fritsch

Carried

To accept officers reports

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: November 27, 2014 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by McKinnon

Carried

To adjourn meeting at 10:55 am

Chair C. Lessard

J. Phillips

**Addington Highlands Public Library Board
Minutes of November 27, 2014 at Denbigh Library**

Call to Order: by Vice Chair M. McKinnon at 10:00 am.

Attendees:

M. McKinnon

H. Yanch

T. Fritsch

A. Ball

C. Hasler

D. Wood

Absent with regrets C. Lessard and Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda November 27, 2014

Motioned by Yanch

Seconded by Ball

Carried

To approve agenda of November 27, 2014.

Approval and Adoption of the minutes of October 23, 2014

Motioned by Wood

Second by Yanch

Carried

To approve and adopt the minutes of October 23, 2014.

Business arising from minutes

- Samples of pay schedule policy were reviewed. Phillips to check with Township office.

Matters for Consideration

- A question regarding the library internet was reviewed.
Motioned by Fritsch
Second by Hasler
Phillips to send a letter in answer to the question.

Reports of Officers

- Phillips reported on the changes and visit from the Board of Health.
- Phillips reported upgrades to be done to both libraries internet service; there will also be a reduction in the cost.
- Phillips reported she received an e-mail regarding Capacity Funding for this year, will update as we hear more.
- The snow ploughing in Flinton was reviewed again.
- The possibility of Handicap parking at the Flinton Library was discussed again. Phillips provided drawing of the possible parking.
Motion #112714
Motioned by Fritsch
Second by Wood
Carried
Phillips to send information regarding possible Handicap parking at the Flinton Library to Council.
- Monthly activity was reviewed.

Financials

- The Board reviewed the Final Budget Revision
Motioned by Fritsch
Second by Wood
Carried
To approve the Final Budget Revision

Motioned by Yanch
Second by Wood
Carried

To accept officers reports

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- The heating in the Denbigh Library was discussed. A second heater to be purchased if required.

Date and time of next meeting: January 15, 2015 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Wood

Second by Hasler

Carried

To adjourn meeting at 11:10 am

Vice Chair McKinnon

J. Phillips