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**Addington Highlands Public Library Board  
Minutes of January 15, 2015 at Flinton Library**

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

Chair C. Lessard welcomed and introduced the new board member Councilor K. Thompson

**Attendees:**

C. Lessard

M. McKinnon

K. Thompson

D. Wood

A. Ball

C. Hasler

Absent with regrets H. Yanch, Hogg at Large

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda January 15, 2015**

Motioned by McKinnon

Seconded by Thompson

Carried

To approve agenda of January 15, 2015

**Election of Chair**

Motion by Wood

Second by Hasler

Carried

To nominate C. Lessard as Chair of the board.

C. Lessard accepted and took her place as Chair.

**Election of Vice Chair**

Motion by Ball

Second by Thompson

Carried.

To nominate M. McKinnon as Vice Chair of the board.

M. McKinnon accepted and took her place as Vice Chair.

**Approval and Adoption of the minutes of November 27, 2014**

Motioned by Ball  
Second by McKinnon  
Carried

To approve and adopt the minutes of November 27, 2014

### **Business arising from minutes**

- Moved to CEO report.

### **Matters for Consideration**

- Nothing at this time

### **Reports of Officers**

- Phillips reviewed the status of the Ontario Library Capacity Funding application.
- Phillips reported she attended a council meeting regarding accessible parking for Flinton Library. Council passed a motion to check with County about putting an entrance off the county road.
- Phillips reported the vandalism at the AHCC Denbigh, regarding the library Book Return box.
- Phillips reported there was a problem with the Flinton Library furnace glow light has been repaired.
- Phillips reported a problem with Flinton Library internet hub has been corrected.
- The Library meeting dates for 2015, and a draft of the contact list was reviewed. Phillips to correct all errors.
- 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.
- The years cost for IT support was reviewed
- The 2014 Budget Proposal was reviewed. After a review of an error that occurred with the 2014 Budget Proposal.

#### **Motion #01515**

Motioned by McKinnon  
Second by Wood  
Carried

To send 2015 Budget Proposal to council for approval.

Motion by D. Wood  
Second by Thompson  
Carried  
To accept officers report.

**Correspondence received for consideration**

- Nothing at this time.

**Correspondence received for information**

- Nothing at this time.

**New business**

- D. Wood brought up library fund raising for 2015, Flinton Library will be doing a Walk-Run-Bike A Thon again this year

**Date and time of next meeting: February 26, 2015 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 – Lessard

J. Phillips

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**Addington Highlands Public Library Board  
Minutes of February 26, 2015 at Denbigh Library**

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

**Attendees:**

M.McKinnon

H. Yanch

D. Wood

A. Ball

C. Hasler

Absent with regrets C. Lessard, K. Thompson, Hogg at Large

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda February 26, 2015**

Motioned by Yanch

Seconded by Wood

Carried

To approve agenda of February 26, 2015

**Approval and Adoption of the minutes of January 15, 2015**

Motioned by Wood

Second by Ball

Carried

To approve and adopt the minutes of January 15, 2015

**Business arising from minutes**

- The report from the board of health was reviewed, no problem found with the water. The water will be tested yearly, liquid soap, hand sanitizer and a sign to be posted.
- The Proposed Budget for 2015 has gone to council.

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Phillips reports we received our Provincial Capacity Building Fund; possibilities for the funds were reviewed.
- The possibility of adding a parking lot beside the Flinton Library doesn't look promising.

**Motion #022615**

Motion by D. Wood

Second by C. Hasler

Carried

- A sign be placed to designate the parking spot in front of the Flinton Library, closest to the ramp as Handicap Parking.
  - That signs be put in place to clearly show the Public Access to property.
- Motion to be sent to council.

- The book return at Denbigh Library has been fixed and is in place, Board paid the expense.
- The ice build-up and leak at the Flinton Library has been looked after by the township.
- Phillips reported the final report for the OTF grant has been filed

- Phillips reported the books are at the auditor.
- The annual survey is ready to go once the site opens to post it.
- Corrected contact sheet was handed out.
- Success by Six Week 2015 will run May 2<sup>nd</sup> – May 10<sup>th</sup>. They will visit Denbigh on the Tuesday and Flinton on the Wednesday.
- Phillips reported that March 18<sup>th</sup> will be the last visit to Flinton Library by the Service Canada Outreach program as that program has been cancelled.
- Monthly activity was reviewed.
- All financials were reviewed.

Motion by Yanch

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 Walk a Thon in Flinton will take place April 25<sup>th</sup>

**Date and time of next meeting: March 26, 2015 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by Ball

Second by Wood

Carried

To adjourn meeting at 10:50 am

Vice Chair – McKinnon

J. Phillips



**Addington Highlands Public Library Board  
Minutes of March 26, 2015 at Flinton Library**

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

**Attendees:**

M. McKinnon

H. Yanch

D. Wood

C. Lessard

C. Hasler

K. Thompson

Absent with regrets Hogg at Large

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda March 26, 2015**

Motioned by Yanch

Seconded by McKinnon

Carried

To approve agenda of March 26, 2015

**Approval and Adoption of the minutes of February 26, 2015**

Motioned by McKinnon

Second by Wood

Carried

To approve and adopt the minutes of February 26, 2015

**Business arising from minutes**

- A sign will be put in place to designate the 1<sup>st</sup> parking spot by the ramp at Flinton Library as Handicap Parking
- Our OTF final report was approved and file closed.
- The sign for the Walk-A-Thon was reviewed.

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Phillips reported she made an error in the Denbigh Library hours sign. Notice with correct hours will be posted in Denbigh.
- The purchase of rental DVD's was reviewed.

- Forms recognizing donations to the library was discussed. Phillips to look into a plaque.
- TD summer reading program to run weekly during July and August. Denbigh every Wednesday 6pm-7pm, Flinton Library every Tuesday 3pm-4pm. Theme this year is PLAY.
- The grass cutting in Flinton was discussed. Yanch and Thompson to check into hiring a student to do the grass the year.
- Monthly activity was reviewed.
- All financials were reviewed.

Motion by McKinnon

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**

- Nothing at this time.

**Date and time of next meeting: April 23, 2015 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

Motioned by Yanch

Second by Thompson

Carried

To adjourn meeting at 10:40 am

Chair C. Lessard

J. Phillips

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**Addington Highlands Public Library Board  
Minutes of April 23, 2015 at Denbigh Library**

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

**Attendees:**

M. McKinnon

H. Yanch

D. Wood

C. Lessard

C. Hasler

Absent with regrets Hogg at Large, K. Thompson

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda April 23, 2015**

Motioned by McKinnon

Seconded by Yanch

Carried

To approve agenda of April 23, 2015

**Approval and Adoption of the minutes of March 26, 2015**

Motioned by Wood

Second by Yanch

Carried

To approve and adopt the minutes of March 26, 2015

**Business arising from minutes**

- Letter from council re grass cutting was handed out.
- Accessible parking in front of Flinton Library will not work, office staff are checking into it.

**Matters for Consideration**

Motioned by Yanch

Seconded by Hasler

Carried

To move May's meeting to the 21<sup>st</sup> in Flinton, instead of the 28<sup>th</sup>.

**Reports of Officers**

- Phillips reported the template for a plaque in Flinton is ready, M. Vanness volunteered to make the plaque.



- Phillips reported the Bell Modem in Denbigh went down in a storm, it was replaced April 13<sup>th</sup>
- Phillips reported she purchased a vacuum for each library.
- Everything is set for the Walk-A-Thon on April 25<sup>th</sup>.
- We received the Zoom Text program and keypad for Flinton and the Victor reader for Denbigh. Township purchased with grant funding.
- A list of possibilities for the Capacity Build fund was handed out .
- Monthly activity was reviewed.

#### Financials

After a review

Motioned by Yanch

Second by Ball

Carried

To approve draft audit.

- All financials were reviewed.

Motion by McKinnon

Second by Wood

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.

**Date and time of next meeting: May 21, 2015 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by McKinnon

Second by Wood

Carried

To adjourn meeting at 11:00 am

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board  
Minutes of May 21, 2015 at Flinton Library**

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

**Attendees:**

M. McKinnon

K. Thompson

D. Wood

C. Lessard

C. Hasler

Absent with regrets Hogg at Large, Yanch

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda May 21, 2015**

Motioned by McKinnon

Seconded by Wood

Carried

To approve agenda of May 21, 2015

**Approval and Adoption of the minutes of April 23, 2015**

Motioned by Wood

Second by Ball

Carried

To approve and adopt the minutes of April 23, 2015

**Business arising from minutes**

- Phillips reported on the success of the Walk-A-Thon in Flinton, funds to go to improvements to the children's and young adult section
- The plaque is ready to be stained, board picked the colour
- Phillips reported the cost to show movies at the library.
- Denbigh Book Sale will be July 25<sup>th</sup>, Flinton Book and Bake Sale will be August 1<sup>st</sup>

**Matters for Consideration**

**Reports of Officers**

- Phillips reported a staff member in Denbigh will be off for the summer, as she has obtained a full time position elsewhere. All hours are being covered by other staff.
- Phillips reported the annual survey was submitted.
- Phillips reported the proposed budget has been approved by council.

- Phillips reported the early year's program was a success at both locations. Denbigh had 8 adults and 12 kids, Flinton had 10 adults and 19 kids.
- Phillips reported she will be attending an OTF information session, June 29<sup>th</sup>.
- Phillips reported she will be attending a SOLS clinic June 8<sup>th</sup>
- The issue with patrons being able to access Denbigh Library Wi-Fi was discussed. The best solution is to put a couple of picnic tables on the lawn just outside the window. I request will be sent to council.
- Monthly activity was reviewed.

#### Financials

- All financials were reviewed.

Motion by Wood

Second by McKinnon

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.

**Date and time of next meeting: June 25, 2015 at the Denbigh Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Ball

Second by Thompson

Carried

To adjourn meeting at 11:00 am

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board  
Minutes of June 25, 2015 at Denbigh Library**

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

**Attendees:**

M. McKinnon

D. Wood

C. Lessard

C. Hasler

Absent with regrets Hogg at Large, Yanch and Thompson

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda June 25, 2015**

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of June 25, 2015

**Approval and Adoption of the minutes of May 21, 2015**

Motioned by Wood

Second by McKinnon

Carried

To approve and adopt the minutes of May 21, 2015

**Business arising from minutes**

- The township will put a picnic table at the Denbigh Library.
- Phillips reported the grass cutting at Flinton Library is working out great so far this year.
- Phillips reported she purchased 2 iPad mini's for each library and they are now being set up.

**Matters for Consideration**

**Reports of Officers**

- Phillips reported on the status of the 2014/15 Capacity Build Fund, and the 2015/16 funding has been applied for.
- Phillips reported as of December 31, 2015, the provincial funding for e-resources will end.
- Phillips reported the new Employment Standard Act is posted at both location and is available to all staff.

- Phillips reported we are due to perform a review of some of the policies.
- Phillips reported a problem with the Flinton Library internet has been fixed.
- Phillips reported she will be on vacation from Friday July 10<sup>th</sup> till July 19<sup>th</sup>.
- Monthly activity was reviewed.

#### Financials

- All financials were reviewed.

Motion by Hasler

Second by Wood

Carried

To accept officers report.

#### **Correspondence received for consideration**

- Nothing at this time.

#### **Correspondence received for information**

- Nothing at this time.

#### **New business**

- An issue regarding the accessible entrance not being available for patrons who need to use it was discussed. Phillips to send concerns regarding entrance and parking to council.

**Date and time of next meeting: August 27, 2015 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Ball

Second by Hasler

Carried

To adjourn meeting at 10:45 am

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board  
Minutes of August 27, 2015 at Flinton Library**

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

**Attendees:**

M. McKinnon

K. Thompson

D. Wood

C. Lessard

C. Hasler

H. Yanch

Absent with regrets Hogg at Large, Ball

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda August 27, 2015**

Motioned by McKinnon

Seconded by Thompson

Carried

To approve agenda of August 27, 2015

**Approval and Adoption of the minutes of June 25, 2015**

Motioned by Wood

Second by McKinnon

Carried

To approve and adopt the minutes of June 25, 2015

**Business arising from minutes**

- The accessible door by the Denbigh Library was discussed. Accessible Customer Service Feedback Form will be handed out at Denbigh Library
- The picnic table for Denbigh Library was discussed; decision on picnic table or bench was moved to next meeting in Denbigh.

**Matters for Consideration**

**Reports of Officers**

- Phillips reported on the internet problems over the summer months. All issues have been addressed and corrected.
- Phillips reported on the success of the Book Sale at Denbigh Library, Book and Bake Sale at Flinton Library and the contribution from the Flinton Rec. club from their book and bake sale.

- Phillips reported the final report for the 2014-15 Capacity Build is ready to be filed.
- Phillips reported the PLOG funding application has been submitted.
- Phillips reported the board received the 2015-16 Capacity Build funding. Phillips to look into possible allowed expenses.
- Snow removal this winter and the need for new shingles at the Flinton Library next spring was discussed.
- Monthly activity was reviewed.

#### Financials

- All financials were reviewed.

Motion by Wood

Second by McKinnon

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.

**Date and time of next meeting: September 24, 2015 at the Denbigh Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Yanch

Second by Wood

Carried

To adjourn meeting at 10:40 am

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board  
Minutes of September 24, 2015 at Denbigh Library**

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

**Attendees:**

M. McKinnon

D. Wood

C. Lessard

C. Hasler

A. Ball

Absent with regrets Hogg at Large, H Yanch, K Thompson

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda September 24, 2015**

Motioned by Ball

Seconded by McKinnon

Carried

To approve agenda of September 24, 2015, with the correction of location of next meeting.

**Approval and Adoption of the minutes of August 27, 2015**

Motioned by Wood

Second by Hasler

Carried

To approve and adopt the minutes of August 27, 2015

**Business arising from minutes**

- The picnic table for Denbigh Library was discussed; decision was made to purchase a bench.

**Matters for Consideration**

**Reports of Officers**

- Phillips reported Summer Reading program final report was turned in.
- Phillips reported the final report for the 2014-15 Capacity Build was filed.
- An information report on the many benefits of switching to JASI (Joint Automation Servicer Initiative) and the cost reduction was reviewed by the Board.  
Motioned by Wood  
Second by McKinnon  
Carried



- To go forward with the move to JASI
- A plan for the change was put in place.
  
- Phillips reported starting January 1, 2016 our e-resources will no longer be funded by the provincial government. Phillips provided a review and cost of some e-resources that would benefit our patrons.  
Motioned by Wood  
Second by Ball  
Carried  
To purchase the following:  
Ancestry Library Edition  
Heritage Quest Online  
Activity Corner  
Hobbies and Craft Reference Center  
Home Improvement Reference center  
ProQuest Research Companion  
Early World of Learning  
Chilton auto repair  
Small Engine repair
  
- Monthly activity was reviewed.

#### Financials

- All financials were reviewed.

#### Motion by Ball

Second by McKinnon

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.

**Date and time of next meeting: October 22, 2015 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Ball

Second by McKinnon

Carried

To adjourn meeting at 11:05am

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board  
Minutes of October 22, 2015 meeting at Flinton Library**

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

**Attendees:**

M. McKinnon

D. Wood

C. Lessard

C. Hasler

A. Ball

Absent with regrets Hogg at Large, H Yanch, K Thompson

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda October 22, 2015**

Motioned by McKinnon

Seconded by Ball

Carried

To approve agenda of October 22, 2015

**Approval and Adoption of the minutes of September 24, 2015**

Motioned by Wood

Second by Ball

Carried

To approve and adopt the minutes of September 24, 2015, with the correction that we purchased Chilton instead of Auto Repair

**Business arising from minutes**

**Matters for Consideration**

**Reports of Officers**

- Phillips reported new e-resources have been ordered.

- Phillips reported our contract with JASI is signed, we have our new contact and that she is working on the catalogue cleanup and correction. B. Heenan is listed as our IT contact.
- Phillips reported she will have our budget revisions for the November meeting.
- Phillips reported we will provide Service Ontario again this year, the contract has been signed.
- Denbigh internet problem was discussed.
- Fees and fines were reviewed; new fines will be .10 / day to a max of 3.00 per book. DVDs can be renewed once, and then they will be subject to the above fines.
- Monthly activity was reviewed.
- The staffing at Denbigh Library was reviewed.

#### Financials

- All financials were reviewed.

Motion by Wood

Second by McKinnon

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.

**Date and time of next meeting: November 26, 2015 at the Denbigh Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Ball

Second by Wood

Carried

To adjourn meeting at 10:40

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board**  
**Minutes of November 26, 2015 meeting at Denbigh Library**

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

**Attendees:**

M. McKinnon

D. Wood

C. Lessard

C. Hasler

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

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda November 26, 2015**

Motioned by McKinnon

Seconded by Wood

Carried

To approve agenda of November 26, 2015

**Approval and Adoption of the minutes of October 22, 2015**

Motioned by Hasler

Second by Wood

Carried

To approve and adopt the minutes of October 22, 2015

**Business arising from minutes**

**Matters for Consideration**

**Reports of Officers**

- Phillips reported we received 11 Accessible Customer Service Feedback forms, 8 had complaints regarding the accessible door, 1 had complaints regarding the form, and 2 had no complaints. Phillips will provide the office with copies.
- The holiday hours for this year were reviewed. Both libraries will be closed Thursday December 24<sup>th</sup>, Friday the 25<sup>th</sup>, Saturday December 26<sup>th</sup>, Thursday December 31<sup>st</sup>, and Friday January 1<sup>st</sup>.
- Phillips reported Flinton library had 18 kids for the pumpkin carving and have 22 registered for Storytime with Santa.

- Phillips reported the catalogue corrections and cleanup is completed.
- The status of the JASI program was discussed. Training to take place at the Flinton Library December 9<sup>th</sup> and 10<sup>th</sup>. It is mandatory for head librarians and any staff which do cataloguing to attend.
- Monthly activity was reviewed.

#### Financials

- November budget revisions were reviewed

Motion # 112615

Motion by Wood

Second by McKinnon

Carried

To approve November budget revisions.

Motion by Hasler

Second by McKinnon

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.

**Date and time of next meeting: January 28, 2016 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by Mckinnon

Second by Wood

Carried

To adjourn meeting at 10:45

Chair Carol Lessard

June Phillips CEO

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