
Addington Highlands Public Library Board

Minutes of January 28, 2016 meeting at Denbigh Library

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

Attendees:

M. McKinnon

D. Wood

C. Lessard

C. Hasler

A. Ball

K. Thompson

Absent with regrets Hogg at Large, H Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda January 28, 2016

Motioned by Thompson

Seconded by McKinnon

Carried

To approve agenda of January 28, 2016

Approval and Adoption of the minutes of November 26, 2015

Motioned by Wood

Second by McKinnon

Carried

To approve and adopt the minutes of November 26, 2015

Business arising from minutes

Matters for Consideration

Reports of Officers

- Phillips reported the snow shoveling this year is working out great, the library roof is now being cleared off on a regular basis.
- The board checked the proposed area for the neighbors septic. After a review the board signed a letter regarding their concerns. Chair and CEO to take to council.
- Phillips reported 20 kids had a great time at Flinton Library Storytime with Santa.
- Phillips reported the TD Summer Reading program material is ordered. The theme this year is Wild

- United Way Success by 6 Week will be at both libraries the first week of May. LARC is working on the program for this year.
- The new e-resources were reviewed.
- The sign of days the library will be closed this year was reviewed.
- The status of JASI was reviewed.
- Monthly activity was reviewed.
- A review of the staffing positions and training was discussed.
- Phillips reported Lennox and Addington is doing a library review. Addington Highlands council asked for their libraries to be included. A note was sent to Lennox and Addington that we have no issues with the review. The review will take place in March.

Financials

- The library proposed budget for 2016 was reviewed.

Motion # 12916

Motion by Ball

Second by McKinnon

Carried

To send proposed budget to Council.

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

- Nothing at this time.

Date and time of next meeting: February 25, 2016 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by Wood

Carried

To adjourn meeting at 11:30

Addington Highlands Public Library Board

Minutes of February 25, 2016 meeting at Denbigh Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

K. Thompson

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda February 25, 2016

Motioned by C. Hasler

Seconded by D. Wood

Carried

To approve agenda of February 25, 2016

Approval and Adoption of the minutes of January 28, 2016

Motioned by D. Wood

Second by K. Thompson

Carried

To approve and adopt the minutes of January 28, 2016

Business arising from minutes

Matters for Consideration

Reports of Officers

- Phillips reported Chair Lessard and herself presented to Council the letter re: the sale of property. Council voted to sell the section of property January 12, 2015 in a closed meeting.
- JASI is ready to go and all links are in place.
- Phillips reported at the request of council a County Library Review will include Flinton and Denbigh libraries.
- Phillips reported the library books were dropped off for the auditor Feb. 4th

- Phillips reported both locations will have an Easter kids Program.
- Monthly activity was reviewed.
- A review of the staffing positions and training was discussed.

Financials

- Phillips reported the proposed library budget for 2016 was sent to the office.
- Bank balanced.

Motion by C. Hasler

Second by D. 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: March 24, 2016 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by K. Thompson

Second by D. Wood

Carried

To adjourn meeting at 10:30 AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of March 24, 2016 meeting at Flinton Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda March 24, 2016

Motioned by C. Hasler

Seconded by D. Wood

Carried

To approve agenda of March 24, 2016

Approval and Adoption of the minutes of February 25, 2016

Motioned by K. Thompson

Second by D. Wood

Carried

To approve and adopt the minutes of February 25, 2016

Business arising from minutes

- Phillips reported there was a lot more to the Library Review by County than what was originally told
- SOLS visited and did a review of the libraries and their collection.
- St. Clements Group a company from Toronto requested a meeting with Council and Board. The Board and Council members in attendance explained the many services we provide and the advantages of remaining a Municipal Public Library.
- Two members of the St. Clements Group visited both libraries to review the buildings and parking. Flinton doesn't provide Accessible parking, and very little parking is available for patrons.
- The Board is still unsure of the reason for this County review.

Matters for Consideration

Reports of Officers

- Phillips reported she received and estimates to replace the shingles, copies have been sent to Council.
- Phillips reported a staff member is all set to start the Excel program, registration start in early April.
- Phillips reported the Capacity build- IT final report has been filed.
- Phillips reported the staff are getting use to the new JASI catalogue program.
- Phillips reported 18 kids attended the Flinton Easter program. There are request to start a regular monthly program in Flinton, we will do another program in April.
- Phillips reported there is interest in the new e-resources we now provide.
- Monthly activity was reviewed.

- All Financials were reviewed.

Motion by K. Thompson
Second by D. 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: April 28, 2016 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by C. Hasler
Second by D. Wood
Carried
To adjourn meeting at 11:00 AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of April 28, 2016 meeting at Denbigh Library

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

Attendees:

D. Wood
C. Lessard
C. Hasler
K. Thompson
A. Ball
H. Yanch
M. McKinnon

Absent with regrets Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda April 28, 2016

Motioned by K. Thompson

Seconded by C. Hasler

Carried

To approve agenda of April 28, 2016

Approval and Adoption of the minutes of March 24, 2016

Motioned by K. Thompson

Second by D. Wood

Carried

To approve and adopt the minutes of March 24, 2016

Business arising from minutes

- Phillips reported we received SOLS report on the Library Review. It was an excellent review for both libraries. Phillips also reported she went over the review with council at their April 18th meeting.
We haven't received the review from the St. Clements Group from Toronto as yet.

Matters for Consideration

Reports of Officers

- The Occupational Health and Safety Act policies were reviewed. Phillips report on update to the policies will be released in September 2016.
- Phillips reported on an e-mail the library received regarding the sale of a portion of property the library is on. It isn't something the library will be involved in.
- Phillips reported Flinton has 2 students doing their community hours for school. They are currently working on the inventory.
- Phillips reported the theme for TD Summer Reading program for 2017 will be Canada, it will fit in with Canada 150.
- Phillips reported the Walk planned for April 30th has been cancelled.
- Phillips reported we received our invoice for JASI which covers from April 30, 2016 to March 31, 2017. The cost was lower than expected.
- Phillips reported the ceiling in Flinton has been painted.
- Phillips we have a new auditor this year.
- Monthly activity was reviewed.
- All Financials were reviewed.

Motion by K. Thompson

Second by D. 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 26, 2016 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by Ball

Second by K. Thompson

Carried

To adjourn meeting at 10:50AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of May 26, 2016 meeting at Flinton Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

M. McKinnon

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda May 26, 2016

Motioned by M. McKinnon

Seconded by C. Hasler

Carried

To approve agenda of May 26, 2016

Approval and Adoption of the minutes of April 28, 2016

Motioned by D. Wood

Second by M. McKinnon

Carried

To approve and adopt the minutes of April 28, 2016

Business arising from minutes

Matters for Consideration

Reports of Officers

- Phillips reported the metal roof will be installed at the Flinton Library.

- Phillips reported the Library Budget was approved.

- The draft audit was reviewed

Motion # 20160526

Motioned by M. McKinnon

Second by D. Wood

Carried

To approve draft audit.

- Phillips reported the Flinton septic was pumped May 18th.

- Phillips reported the Library Review by the St. Clements group hasn't been received.

- Phillips reported the United Way Success by 6 Week program was enjoyed by all who attended. We will participate again next year.

- Phillips reported the TD Summer Reading program will be held in Denbigh every Wednesday from July 6th – August 24th from 6pm-7pm. Flinton's program will run every Thursday from July 7th – August 25th from 2pm-3pm.

- Phillips reported the new summer hours start June 1st till August 31st, Flinton will be open Tuesdays noon-7 and Denbigh will be open till 6pm on Thursdays. All other hours remain the same.

- Denbigh will have a Book sale July 23rd 9am – noon, Flinton Book and Bake sale will be July 30th from 8:30 - noon

- Monthly activity was reviewed.

- All Financials were reviewed.

Motion by C. Hasler

Second by M. 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 23, 2016 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by C. Hasler

Second by M. McKinnon

Carried

To adjourn meeting at 10:30AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of August 4, 2016 meeting at Denbigh Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

M. McKinnon

K. Thompson

A. Ball

H. Yanch

Absent with regrets Reeve Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda August 4, 2016

Motioned by M. McKinnon

Seconded by D. Wood

Carried

To approve agenda of August 4, 2016

Approval and Adoption of the minutes of May 26, 2016

Motioned by D. Wood

Second by M. McKinnon

Carried

To approve and adopt the minutes of May 26, 2016

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

Motioned by A. Ball

Second by C. Hasler

Carried

To accept J. Phillips resignation as Head Librarian, at Flinton Library with regrets.

Motioned by K. Thompson

Second by A. Ball

Carried

To promote B. Leoen to Head Librarian at Flinton Library.

- Phillips reported she attended the Council meeting August 2nd regarding the newspaper article. A correction will be sent to newspaper.
- Phillips reported the property the library is on has been surveyed.
- Phillips reported a bench has been installed at the Denbigh Library for patrons use.
- Phillips reported the annual survey has been submitted and accepted.
- Phillips reported Flinton Library is having internet issues again this summer. IT is working on it.
- Phillips reported all computers at both locations are now operating Windows 10.
- Phillips reported on the success of the Book Sale in Denbigh and the Book and Bank sale in Flinton.
- Phillips reported on changes to the PLOG application for this year.
- Phillips reported the Service Ontario agreement has been signed.
- Monthly activity was reviewed.
- All financials were reviewed

Motioned by D. Wood

Second by H. Yanch

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- The garbage pickup at Flinton Library was reviewed.

Date and time of next meeting: August 25, 2016 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A. Ball

Second by K. Thompson

Carried

To adjourn meeting at 10:45AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of August 25, 2016 meeting at Flinton Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

M. McKinnon

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

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda August 25, 2016

Motioned by M. McKinnon

Seconded by D. Wood

Carried

To approve agenda of August 25, 2016

Approval and Adoption of the minutes of August 4, 2016

Motioned by C. Hasler

Second by D. Wood

Carried

To approve and adopt the minutes of August 4, 2016

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the retraction has not been in newspaper, she will check with the office again.
- Phillips reported IT had to go to Denbigh Library to install new network cards in a couple of computers.
- Phillips reported Flinton Library is having internet problems again this summer.
- Phillips reported all computers at both libraries are now windows 10, staff have received information sheet on how to do updates.
- Phillips reported a staff member has completed her first two Excel courses, and has started on two more.
- Phillips reported there are new requirements for the PLOG, regarding insurance for the libraries. We have received the information from the township office and will apply as soon as the site is posted.
- Phillips reported library information has been updated on the Eastern Ontario Community Information Database.
- Phillips reported we completed the Statistics Canada Electronic Collection survey.
- The board discussed the continuing issues regarding the property the Flinton Library is on, and decided there is no point to continue going to Council at this time as it accomplishes nothing.
- Phillips reported the library will return to winter hours September 1st.
- Monthly activity was reviewed.
- All financials were reviewed

Motioned by M. McKinnon

Second by D. Wood

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Nothing at this time

Date and time of next meeting: September 22, 2016 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by C. Hasler

Second by D. Wood

Carried

To adjourn meeting at 10:30AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of Sept 22, 2016 meeting at Denbigh Library

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

Attendees:

D. Wood

C. Lessard

C. Hasler

M. McKinnon

A. Ball

Absent Reeve Hogg at Large, A. K. Thompson and H. Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda September 22, 2016

Motioned by M. McKinnon

Seconded by D. Wood

Carried

To approve agenda of September 22, 2016

Approval and Adoption of the minutes of August 25, 2016

Motioned by M McKinnon

Second by C. Hasler

Carried

To approve and adopt the minutes of August 25, 2016

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the letter taken to council regarding the articles in the newspaper about the library Purchasing Policy, asking for a retraction will not appear in the newspaper. The report that there was a misunderstanding is in the Township minutes.
- Phillips reported the library PLOG form is filed and accepted. As one of the 14 libraries out of 208 to file to date, we will receive our funding in the first batch.
- Phillips reported Flinton Library is still having internet problems again this summer.
- Phillips reported the TD Summer Reading reports have been filed. A great time was had by all children who attended.
- Phillips reported we received the bill for installation of the bench at Denbigh Library.
- Phillips reported the library Connectivity funding will remain the same as last year. No information on next year at this time.
- Phillips reported the library returned to winter hours September 1st.
- Phillips reported we received the forms for the 2016 Weekly Survey for Public Libraries
- Monthly activity was reviewed.
- All financials were reviewed

Motioned by A. Ball
Second by D. Wood
Carried
To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- An issue of the two chairs at the Denbigh Library was discussed. We will check into the matter as whether to purchase new or redo the padding. A problem with the counter top under the windows at Denbigh was also discussed, will keep an eye on it for now.

Date and time of next meeting: October 27, 2016 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A. Ball
Second by M. McKinnon
Carried

To adjourn meeting at 10:40AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board Minutes of November 3, 2016 meeting at Flinton Library

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

Attendees:

D. Wood
C. Lessard
C. Hasler
M. McKinnon
A. Ball
K. Thompson
H. Yanch

Absent Reeve Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda November 3, 2016

Motioned by M. McKinnon

Seconded by D. Wood

Carried

To approve agenda of November 3, 2016

Approval and Adoption of the minutes of September 22, 2016

Motioned by D. Wood

Second by C. Hasler

Carried

To approve and adopt the minutes of September 22, 2016

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the PLOG funding has been received.
- Phillips reported on the status of our Connectivity funding for 2016.

- The board reviewed the proposed e-resources for 2017.
- Phillips reported we have applied for and been accepted for the 2016/17 CLCF-IT grant. The changes to the grant funding and possible purchases were reviewed.
- The board reviewed the updates to the library Human Resources and Health and safety policies.

Motioned by Wood

Second by McKinnon

Carried

To approve the update policies as presented.

- Councilor H. Yanch reported the Library Review report was received. Our Libraries did very well.
- The library concern regarding the sale of property located by the library was reviewed. Chair and CEO to attend the Public Meeting November 7th.
- The problem with chairs at the Denbigh Library was reviewed. Phillips to look for two chairs to replace existing ones.
- Monthly activity was reviewed.
- All financials were reviewed

Motioned by D. Wood

Second by H. Yanch

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Nothing at this time.

Date and time of next meeting: November 24, 2016 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by A. Ball

Second by K. Thompson

Carried

To adjourn meeting at 11:00AM

Chair Carol Lessard

June Phillips CEO

Addington Highlands Public Library Board

Minutes of Nov 24, 2016 meeting at Denbigh Library

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

Attendees:

D. Wood
C. Lessard
C. Hasler
M. McKinnon
A. Ball
K. Thompson

Absent with regrets Reeve Hogg at Large and H. Yanch

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda November 24, 2016

Motioned by M. McKinnon

Seconded by K. Thompson

Carried

To approve agenda of November 24, 2016

Approval and Adoption of the minutes of November 3, 2016

Motioned by D. Wood

Second by K. Thompson

Carried

To approve and adopt the minutes of November 3, 2016

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported the 2 leather chairs were purchased to replace the old ones in Denbigh. One was a donation.
- Phillips reported on the status of the 2016/17 CLCF-IT grant.
- Phillips reviewed a proposal from Connections Adult Learning Northbrook, to use each library 4 hours twice a month from October – May 2017 for a drop in center to provide instructions on how to use and perform task on the internet.

Motioned by Wood

Second by Ball

Carried

To assist Connections Adult Learning Northbrook with this project, and provide the use of our internet and libraries.

- Phillips reported on the council meeting regarding the property the library is on.
- Phillips reviewed the difference in cost of propane for the library, and will look into switching companies.
- Phillips reported she is looking in to a way to track remote internet usage.
- Monthly activity was reviewed.
- All financials were reviewed
- Budget revision for 2016 was reviewed.

Motioned by D. Wood

Second by M. McKinnon

Carried

To approve budget revisions for 2016

Motioned by K. Thompson

Second by M. McKinnon

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- Nothing at this time.

Date and time of next meeting: January 26, 2017 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A. Ball

Second by M. McKinnon

Carried

To adjourn meeting at 10:45AM

Chair Carol Lessard

June Phillips CEO