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**Addington Highlands Public Library Board**  
**Minutes of January 26, 2017 meeting at Flinton Library**

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

**Attendees:**

C. Lessard  
C. Hasler  
M. McKinnon  
A. Ball  
K. Thompson  
H. Yancy

Absent with regrets Reeve Hogg at Large and Wood

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda January 26, 2017**

Motioned by M. McKinnon

Seconded by H. Yanch

Carried

To approve agenda of January 26, 2017

**Approval and Adoption of the minutes of November 24, 2016**

Motioned by A. Ball

Second by M. McKinnon

Carried

To approve and adopt the minutes of November 24, 2016

**Business arising from minutes**

- Moved to officers report

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Phillips reported the Connections Adult Learning drop in program is now at the libraries, Denbigh Public Library 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month beginning January 24<sup>th</sup>. Flinton Public Library 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month beginning January 25<sup>th</sup>.
- Phillips reported on the status of the 2016/17 CLCF-IT grant.
- Phillips reported the internet booster is installed at Flinton Public Library.

- Status of Service Ontario funding was reviewed.

- After a review of the revised Internet Policy

Motion # 201701261

Motioned by H. Yanch

Second by K. Thompson

Carried

To approve the revised Internet Policy.

- After a review the library board will look into purchasing a sandwich board for both locations. This will allow both location to increase patrons awareness of open hours, programs etc.

- After a review of the Flinton Library propane cost

Motion # 201701263

Motioned by M. McKinnon

Second by C. Hasler

Carried

To ask Council to include the Library propane for heating with the entire Municipality procurement and bill the library in the same manner they do hydro.

- Phillips reported library GST rebate was filed January 5<sup>th</sup>.
- Phillips reported all T4's have been handed out and the Summary filed.
- Phillips reported she is looking in to a way to track remote internet usage.
- Monthly activity was reviewed.
- All financials were reviewed
- The Library Board Budget Proposal for 2017 was reviewed.

Motion # 201701262

Motioned by H. Yanch

Second by C. Hasler

Carried

To send Addington Highlands Public Library Board 2017 budget proposal to Council.

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: Feb 23, 2017 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

Motioned by A. Ball

Second by K. Thompson

Carried

To adjourn meeting at 11:20AM

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board**  
**Minutes of February 23, 2017 meeting at Denbigh Library**

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

**Attendees:**

C. Lessard

C. Hasler

A. Ball

K. Thompson

H. Yanch

D. Wood

Absent with regrets Reeve Hogg at Large and McKinnon

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda February 23, 2017**

Motioned by H. Yanch

Seconded by K. Thompson

Carried

To approve agenda of February 23, 2017

### **Approval and Adoption of the minutes of January 26, 2017**

Motioned by H. Yanch

Seconded by K. Thompson

Carried

To approve and adopt the minutes of January 26, 2017, with correction.

### **Business arising from minutes**

- Moved to officers report

### **Matters for Consideration**

- Nothing at this time

### **Reports of Officers**

- Phillips reported the 2016/17 CLCF-IT grant final reported has been filled.
- Phillips reported the High Powered Wireless Access Point with Captive Portal has been installed; it is set up to give us usage reports. For the first 3 weeks we had 60 patrons sign in and were on line an average of 2hr 16minutes.
- Phillips reported the motion has been sent to council concerning the propane at the Flinton Library being included in the municipal procurement and be billed to the library in the same manner as the hydro.
- The purchase of a sandwich board for each library was reviewed; we will continue looking for options.
- Phillips reported library GST rebate has been received.
- Monthly activity was reviewed.

### **All financials**

- All financials were reviewed
- Proposed budget was sent to council.

Motioned by K. Thompson

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: March 23, 2017 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by A. Ball

Second by K. Thompson

Carried

To adjourn meeting at 10:25AM

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board**  
**Minutes of March 23, 2017 meeting at Flinton Library**

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

**Attendees:**

C. Lessard

C. Hasler

K. Thompson

H. Yanch

D. Wood

Absent with regrets Reeve Hogg at Large and McKinnon and A. Ball

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda March 23, 2017**

Motioned by H. Yanch

Seconded by K. Thompson

Carried

To approve agenda of March 23, 2017, with the correction of location.

**Approval and Adoption of the minutes of February 23, 2017**

Motioned by K. Thompson

Second by D. Wood

Carried

To approve and adopt the minutes of February 23, 2017.

**Business arising from minutes**

- Moved to officers report

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Phillips reported B. Heenan is working on a new web page.
- Phillips reported the Service Ontario Grant has been completed and sent in.
- Phillips reported United Way Success by Six is operating different this year. Denbigh Library will do a kids program May 2<sup>nd</sup> at 11:30 am. Flinton Library will offer a program Wednesday May 3<sup>rd</sup> at 10:30. The two library events will be advertised in United Way Success by Six flyers.
- Phillips reported she was in contact with EBSCO; there are a couple of services we don't use that are part of Novel List. We reviewed options to change the program and they will be replaced with Canadian Reference Centers which provides top magazines like Consumer report. We received a logo which will be put on our web page. They will send us monthly usage reports.
- Phillips reported on the SOLS conference call.
- S. Lloyd sent an update on the work being done by Denbigh's volunteer J. Scott, and possible time change to their TD Summer Reading program.
- Monthly activity was reviewed.

**All financials**

- All financials were reviewed

Motioned by D. Wood

Second by K. Thompson

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: April 27, 2017 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

Motioned by H. Yanch

Second by D. Wood

Carried

To adjourn meeting at 10:30AM

Chair Carol Lessard

June Phillips CEO

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**Addington Highlands Public Library Board**  
**Minutes of April 27, 2017 meeting at Denbigh Library**

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

**Attendees:**

M. McKinnon

C. Hasler

K. Thompson

D. Wood

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

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda April 27, 2017**

Motioned by D. Wood

Seconded by K. Thompson

Carried

To approve agenda of April 27, 2017.

**Approval and Adoption of the minutes of March 23, 2017**

Motioned by K. Thompson

Second by D. Wood

Carried

To approve and adopt the minutes of March 23, 2017.

**Business arising from minutes**

- Moved to officers report

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Phillips reported the new web page is now on line and includes the new e-resources.
- Phillips reported we received our Service Ontario Grant funding.
- Phillips reported both libraries are set up for the United Way Success by Six programs May 2<sup>nd</sup> and 3<sup>rd</sup>.
- Denbigh will be holding their book and bake sake sale July 8<sup>th</sup> 9am till noon. Flinton's planed for August 5<sup>th</sup> 9am till noon.
- Phillips reported Northern Connections digital visits had ended.
- Phillips reported on the changes to the Monthly Activity Summary. Monthly activity was reviewed.

**All financials**

- All financials were reviewed

Motioned by C. Hasler

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: May 25, 2017 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by D. Wood



Second by K. Thompson  
Carried  
To adjourn meeting at 10:30AM

Vice Chair M. McKinnon

June Phillips CEO

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## **Addington Highlands Public Library Board**

### **Minutes of May 25, 2017 meeting at Flinton Library**

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

**Attendees:**

M. McKinnon  
C. Hasler  
D. Wood  
H. Yanch  
A. Ball

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

Staff: Phillips/CEO

Members of the Public

**Approval of the Agenda May 25, 2017**

Motioned by D. Wood  
Seconded by A. Ball  
Carried

To approve agenda of May 25, 2017.

**Approval and Adoption of the minutes of April 27, 2017**

Motioned by D. Wood  
Second by C. Hasler  
Carried

To approve and adopt the minutes of April 27, 2017.

**Business arising from minutes**

- Moved to officers report

**Matters for Consideration**

- Nothing at this time

## **Reports of Officers**

- Phillips reported the Success by Six new program wasn't as successful this year compared to previous years.
- Phillips reported our Annual Survey has been filed.
- The board reviewed all information regarding the library audit. The draft audit was reviewed and approved by the board.  
Signed by Vice Chair M. McKinnon and CEO June Phillips
- Phillips reported on the SOLS meeting which she attended in Madoc.
- Holiday hours were reviewed.
- Monthly activity was reviewed.

### All financials

- All financials were reviewed

Motioned by H. Yanch

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: June 22, 2017 at the Denbigh Library at 10:00AM.**

### **Motion to Adjourn**

Motioned by A. Ball

Second by H. Yanch

Carried

To adjourn meeting at 10:40AM

Vice Chair M. McKinnon

June Phillips CEO

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