
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 1st and 3rd Tuesday of the month beginning January 24th. Flinton Public Library 1st and 3rd Wednesday of the month beginning January 25th.
- 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 5th.
- 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

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

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 2nd at 11:30 am. Flinton Library will offer a program Wednesday May 3rd 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

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 2nd and 3rd.
- Denbigh will be holding their book and bake sake sale July 8th 9am till noon. Flinton's planed for August 5th 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

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

Addington Highlands Public Library Board

Minutes of June 22, 2017 meeting at Denbigh Library

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

Attendees:

C. Lessard

K. Thompson

M. McKinnon

C. Hasler

D. Wood
H. Yanch
A. Ball

Absent with regrets Reeve Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda June 22, 2017

Motioned by M. McKinnon

Seconded by D. Wood

Carried

To approve agenda of June 22, 2017.

Approval and Adoption of the minutes of May 25, 2017

Motioned by H. Yanch

Second by D. Wood

Carried

To approve and adopt the minutes of May 25, 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 was informed of the problem we had with this years events. They will keep us better informed about what is happening for the programs next year.
- Phillips reported we received our final audit, it was given to council. All required papers were signed and returned to the auditor.
- Phillips reported we have ordered two copies of Lodges: Past and Present in North Frontenac.

- After a review of our revised Privacy, Access to information policy:

Motion # 062217-B

Motioned by H. Yanch

Second by K. Thompson

Carried

To approve and adopt Privacy, Access to Information policy

- After a review of our revised policy: Procurement of Goods and Services Policy and Procedures

Motion #062217-A

Motioned by K. Thompson

Second by C. Hasler

Carried

To approve and adopt or revised policy: Procurement of Goods and Services Policy and Procedures.

- Phillips reported the TD Summer Reading programs are all set and ready to go.
- Monthly activity was reviewed.

All financials

- All financials were reviewed

Motioned by M. McKinnon

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: August 24, 2017 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A. Ball

Second by H. Yanch

Carried To adjourn meeting at 10:30AM

Chair Lessard

June Phillips CEO

Addington Highlands Public Library Board

Minutes of August 24, 2017 meeting at Flinton Library

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

Attendees:

C. Lessard

C. Hasler

D. Wood

H. Yanch

Absent with regrets Reeve Hogg at Large, M. McKinnon, K. Thompson and A. Ball

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda August 24, 2017

Motioned by H. Yanch

Seconded by D. Wood

Carried

To approve agenda of August 24, 2017.

Approval and Adoption of the minutes of June 22, 2017

Motioned by H. Yanch

Second by D. Wood

Carried

To approve and adopt the minutes of June 22, 2017.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Phillips reported we will receive Service Ontario funding this year starting September 1, 2017.

- Phillips reported we are participating in Healthy Kids Community Challenge initiative for the Kids Club to provide healthy fruits and vegetables as snacks at our kids programs

- Phillips reported both Denbigh and Flinton Libraries book and bake sale went well.

- Phillips reported a new Deep Freeze program has been installed on all 12 public computers.

- Phillips reported our PLOG application will be posted in September.

- Phillips reported she will review the new Accessibility requirements and bring to next Board meeting.

- The TD Summer Reading program is going well, Denbigh Library had an increase in children attending this year.

- After a review of our e-resources for this year it was decided to keep the existing e-resources.

- Monthly activity was reviewed.

All financials

- All financials were reviewed

Motioned by H. Yanch

Second by C. Hasler

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 28, 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 Lessard June Phillips CEO

Addington Highlands Public Library Board

Minutes of September 28, 2017 meeting at Denbigh Library

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

Attendees:

C. Lessard

C. Hasler

D. Wood

H. Yanch

M. Mckinnon

K. Thompson

A. Ball

Absent with regrets Reeve Hogg at Large

Staff: Phillips/CEO

Members of the Public

Approval of the Agenda September 28, 2017

Motioned by D. Wood

Seconded by H. Yanch

Carried

To approve agenda of September 28, 2017.

Approval and Adoption of the minutes of August 24, 2017

Motioned by H. Yanch

Second by D. Wood

Carried

To approve and adopt the minutes of August 24, 2017.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- The board reviewed the Accessible parking problem at the Denbigh Library. H. Yanch and K. Thompson to review with council.
- Phillips reported the 2018 TD summer reading program theme is “Feed Your Passions”
- Phillips reported our PLOG application has been filed.
- Phillips reported we will be receiving Connectivity for 2017.
- Phillips reported we had applied for ILDS (Improving Library Digital Service Fund) September 6th. Funds to be used between April 1, 2017 and March 31, 2018. The board reviewed the options for the funds; a copy of the eligible expenses was handed out and will be review at next Board Meeting.
- The Accessibility Customer Service training was reviewed, and those who haven’t completed will do the on line course.
- The board reviewed the notice from WSIB regarding classification changes.
- The propane service for Flinton Library was discussed.
- Monthly activity was reviewed.

All financials

- All financials were reviewed

Motioned by D. Wood

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

- The current CEO presented the Board with her retirement letter.

Motion #092017

Motioned by H. Yanch

Second by K. Thompson

Carried

To accept current CEO's planned retirement.

Motion #0920172

Motioned by A. Ball

Second by M. McKinnon

Carried

To promote the current Head Librarian at Flinton Library to CEO/Head Librarian for Addington Highlands Public Library. Current CEO to start training October 2, 2017.

Motion to Adjourn

Motioned by A. Ball

Second by C. Hasler

Carried To adjourn meeting at 10:45AM

Chair Lessard

June Phillips CEO