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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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**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

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## **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

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**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 6<sup>th</sup>. 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

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

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

**Attendees:**

C. Lessard  
C. Hasler  
D. Wood  
H. Yanch  
K. Thompson

Absent with regrets Reeve Hogg at Large, J.Phillips, M. Mckinnon, A.Ball

Staff: Leoen/CEO

Members of the Public

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

Motioned by D. Wood  
Seconded by K.Thompson  
Carried

To approve agenda of October 26, 2017.

**Approval and Adoption of the minutes of September 28, 2017**



Motioned by H. Yanch  
Second by K.Thompson  
Carried

To approve and adopt the minutes of September 28, 2017.

**Business arising from minutes**

- Denbigh Library accessible parking

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Leoen reported that we ordered and received 2 copies of Historic Tours of North Frontenac
- Leoen reported that we will be receiving our PLOG grant to be deposited on Oct 27,2017
- Leoen reported that an ad was put in the Frontenac News for a Librarian Assistant for the Flinton Library
- Monthly activity was reviewed.

**All financials**

- All financials were reviewed

Motioned by D. Wood  
Second 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 23, 2017 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

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

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

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

**Attendees:**

C. Lessard  
C. Hasler  
K. Thompson  
A. Ball

Absent with regrets Reeve Hogg at Large, H. Yanch, D.Wood, M. Mckinnon

Staff: Leoen/CEO

Members of the Public J.Phillips

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

Motioned by K.Thompson

Seconded by A Ball

Carried

To approve agenda of November 23, 2017.

**Approval and Adoption of the minutes of October 26, 2017**

Motioned by K. Thompson

Second by C. Hasler

Carried

To approve and adopt the minutes of October 26, 2017.

**Business arising from minutes**

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Leoen reported that I have completed the Statistic Canada Job and Wages survey
- Leoen reported that we have received Connectivity from Sols on Nov 9,2017
- Leoen reported that there was a miss communication at the Denbigh library on Nov 2,17 as no one show up for work.
- Leoen reported that as of Nov 15,2017 the former CEO is retired
- Leoen reported that a Librarian assistant has been hired for Flinton library for Saturday's and children's programs, she started training Nov 22,2017.

- Leoen reported that we are in the process of having the signing authority changed at the bank.
- Leoen reviewed the holiday hours for this year.
- Leoen reported that Superior propane will be removing the tanks at the library in December. At that point we will get a credit for the remaining propane left in the tanks at the price of our last delivery, as well as a credit for the remaining months of tank rental.

Monthly Activity was reviewed

Financials

- All financials were reviewed
- After a review:

Motion #20171123

- Motion by C.Lessard
  - Second by A. Ball
- Carried  
To Approve Meeting the requirements of the AODA regulations policy.

Motioned by K.Thompson

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**

- Board reviewed credit card for the library expenses for B.Leoan to check into.

**Date and time of next meeting: January25, 2018 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by A.BALL

Second by K.Thompson

Carried To adjourn meeting at 10:50am

Chair Lessard

B. Leoen CEO