
Addington Highlands Public Library Board
Minutes of January 25, 2018 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large,

Staff: Leoen/CEO

Approval of the Agenda January 25, 2018

Motioned by M.McKinnon

Seconded by A Ball

Carried

To approve agenda of January 25, 2018.

Approval and Adoption of the minutes of November 23, 2017

Motioned by K. Thompson

Second by C. Hasler

Carried

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

Business arising from minutes

- To review banking information regarding credit card.

Motion#20180125

- Motion by H.Yanch
- Second by D.Wood

Carried

Board reviewed H.Yanch mention talking to the township clerk in regards to credit card.

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mention that Levac filled the propane tanks and we have sent a request to have the Superior tanks pick up.
- We filed out GST rebate Jan 3rd
- We filed our Service Ontario claim Jan 10th.
- The T4 slips for 2017 are done and will go out with the month end pay, and the summary was filed there was a difference of .12.
- We have ordered the TD Summer Reading material for this year. The Theme is Feed your Passions.
- Leoen mention that Pine Meadow Nursing Home has be in contact with us about borrowing books on CD. They would like to start a weekly program for the residents.
- Leoen mention that she has been in contact with the auditor and will drop the books off at the office in February.
- Leoen mention that she has done up signs for the dates the library will be closed in 2018.
- Leoen mention that we have received the cheque from Healthy kids on Dec 20,2017.
- Monthly Activity was reviewed
- All financials were reviewed
- Budget proposal for 2018 was reviewed

Motion #20180125b

- Motion by C.Hasler
 - Second by M.McKinnon
- Carried
To send the 2018 budget proposal to Council.

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: February 22, 2018 at the Denbigh 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

Addington Highlands Public Library Board
Minutes of February 22, 2018 meeting at Denbigh Library

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

Attendees:

C. Lessard

C. Hasler

K. Thompson

A. Ball

M. McKinnon

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

Staff: Leoen/CEO

Approval of the Agenda February 22, 2018

Motioned by A.Ball

Seconded by M.McKinnon

Carried

To approve agenda of February 22, 2018.

Approval and Adoption of the minutes of January 25, 2018

Motioned by M.McKinnon

Second by K.Thompson

Carried

To approve and adopt the minutes of January 25, 2018.

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned about taking part in a SOLS conference call.
- Leoen mentioned about getting 2 shredders, one for each library and a laminator for Denbigh library with the ILDS grant.
- Leoen mentioned about taking a webinar course on the changes to the Employment Standards Act on February 27,18
- Leoen mentioned about being in touch with the township clerk in regards to the library getting a credit card, she is in the process of submitting the credit application to the bank.
- Leoen mentioned about now having the e-resources set up so we get a monthly usage report.
- Leoen mentioned we have completed the Annual Survey for 2017.
- Leoen mentioned that both library will be having a Easter Kids Program in March
- Leoen mentioned about Denbigh doing a program with Plant a seed-read and see what grows Foundation. I have asked them to forward my information that Flinton library would be interested in doing this as well.

- Monthly activity was reviewed

- All financials were reviewed
- Bank balanced
- Our 2018 budget proposal has been sent to council
- The 2017 books have been dropped off at the office for the auditor.

Motioned by A. Ball

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: March 22, 2018 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A.Ball
Second by K.Thompson
Carried To adjourn meeting at 10:20am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of March 22, 2018 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, A.Ball

Staff: Leoen/CEO

Approval of the Agenda March 22, 2018

Motioned by: M.McKinnon
Seconded by: K.Thompson
Carried

To approve agenda of March 22, 2018.

Approval and Adoption of the minutes of February 22, 2018

Motioned by: K.Thompson
Second by: C.Hasler
Carried

To approve and adopt the minutes of February 22, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mention that we have received our Service Ontario money

- Leoen mention that the Employment Standards Act have made some changes with vacation pays and holiday pays.
- Leoen mentioned being in touch with the Healthy Kids Program and the next phase is Power off and Play and that the Flinton Library will be doing a games and/or lego night in April.
- Leoen mentioned a staff member from Denbigh Library will be off for 3 to 4 wks for surgery.
- Leoen mention that we have spent all the money for the ILDS funding at is finished at the end of March and the report needs to be filed by April 25/18
- Leoen mentioned that the kids Easter program at Flinton Library had a great turnout with 15 kids showing up for a craft and egg hunt. Denbigh had a St. Patrick`s day craft and story time with 4 kids.
- Leoen mentioned about sending Superior Propane an email asking them when they would be picking up the tanks.
- Leoen mentioned about receiving our first installment from the township Mar 21/18.

- Monthly activity was reviewed

- All financials were reviewed
- Bank balanced
- Revised 2018 Budget

Motion 20182203

Motion by: H.Yanch

Seconded by: D.Wood

Carried

To accept 2018 budget revision

Motioned by: M.McKinnon

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: April 26, 2018 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: D.Wood

Second by: K.Thompson

Carried To adjourn meeting at 10:20am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board
Minutes of April 26, 2018 meeting at Denbigh Library

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

Attendees:

C. Lessard

H. Yanch

M. McKinnon

Absent with regrets Reeve Hogg at Large, K. Thompson, D. Wood, A. Ball, C. Hasler

Staff: Leoen/CEO

Approval of the Agenda April 26, 2018

Motioned by: H. Yanch

Seconded by: M. McKinnon

Carried

To receive agenda of April 26, 2018.

Approval and Adoption of the minutes of March 22, 2018

Motioned by: M. McKinnon

Second by: H. Yanch

Carried

To approve and adopt the minutes of March 22, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned that Superior propane has picked up the tanks and the account has been closed.

- We filed our finished ILDS report and all money was spent.
- Leoen mentioned the April kids program in Flinton had 7 kids and they had a blast.
- Leoen mentioned that the libraries will be participating in success by six again this year. They will be doing a story and craft.
- Leoen mentioned that both libraries will be doing a Plant a seed and see what grows program in May. This is a story time, and planting activity that aims to inspire young kids with the wonders of nature. They are supplying coloring books and colored pencils and seed pkgs.
- Leoen mentioned that Healthy kids program has funds for both libraries to support healthy snacks and alternate activities like reading games and puzzles.
- Leoen mentioned that both libraries will be trying a Seed Lending Library this year.
- Leoen mentioned that there was new information on the well at Flinton Library.
- Leoen mentioned about two new policies the library needs that are related to the election.

Motion #20180426a

Motioned by: H. Yanch

Seconded by: M. McKinnon

Carried

To approve and adopt The Library and Political Elections Policy

Motion #20180426b

Motioned by: H. Yanch

Seconded by: M. McKinnon

Carried

To approve and adopt The Community Information Policy.

- Monthly activity was reviewed

- All financials were reviewed

- Bank balanced

Motioned by: H. Yanch

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: May 24, 2018 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: H. Yanch

Second by: M. McKinnon

Carried To adjourn meeting at 10:20am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board**Minutes of May 24, 2018 meeting at Flinton Library**

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

Attendees:

C. Lessard

H. Yanch

M. McKinnon

K.Thompson

D.Wood

C.Hasler

A.Ball

Absent with regrets Reeve Hogg at Large,

Staff: Leoen/CEO

Approval of the Agenda May 24, 2018

Motioned by: H.Yanch

Seconded by: K.Thompson

Carried

To approve agenda of May 24, 2018.

Approval and Adoption of the minutes of April 26, 2018

Motioned by: H.Yanch

Second by: M.McKinnon

Carried

To approve and adopt the minutes of April 26, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned attending a meeting in Belleville, and picking up the TD Summer Reading material.
 - Leoen mentioned that Success by Six will not be doing a program at Flinton this year, but they will be doing a craft and story at Denbigh Library.
 - Leoen mentioned that Flinton's assistant librarian has resigned, and has hired a supply librarian to run the kids programs and fill in as needed.
 - Leoen mentioned that Success by Six in Denbigh had 2 children participate.
 - Leoen mentioned that the membership and pamphlets are finished for the Seed Lending Library and Hook's Building Center donated 10 pkgs of seeds.
 - Leoen mentioned that May's seed kids program had 2 kids come to Denbigh and 2 kids came to Flinton's program. The kids that did come had a good time.
 - Leoen mentioned that she has put locks on all the outdoor benches at Flinton Library.
 - Leoen mentioned that as of July 1, 2018 Public Holiday pay is being reverted back to the old calculations
 - Leoen mentioned that the new Well is to be drilled on May 28,2018 on the East side of the building.
 - Leoen mentioned that JASI has requested our Christmas Hours for the library
-
- Monthly activity was reviewed
-
- All financials were reviewed
 - Bank balanced

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 28, 2018 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: A.Ball

Second by: K.Thompson

Carried To adjourn meeting at 10.20 am

Addington Highlands Public Library Board
Minutes of June 28, 2018 meeting at Denbigh Library

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

Attendees:

C. Lessard
H. Yanch
M. McKinnon
K.Thompson

Absent with regrets Reeve Hogg at Large, D. Wood, C. Hasler, A. Ball

Staff: Leoen/CEO

Approval of the Agenda June 28, 2018

Motioned by: H.Yanch

Seconded by: M. McKinnon

Carried

To approve agenda of May 24, 2018.

Approval and Adoption of the minutes of May 24, 2018

Motioned by: H.Yanch

Second by: K. Thompson

Carried

To approve and adopt the minutes of May 24, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned that Flinton Library received a fruit tree thanks to Denbigh Recreation Committee.
- Leoen mentioned that Denbigh's Book and Bake sale is set for Saturday July 21,2018 and Flinton's is set for Saturday August 4,2018
- Leoen mentioned that the TD Summer Reading program logo and information has been added to the webpage. Denbigh's weekly program will start Tuesday July 3 to August 21,2018 and Flinton's weekly program starts Thursday July 5 to Aug 23,2018.
- Leoen mentioned that the Well at Flinton Library is finished we are just waiting on the plumber to come to hook it up.

- Leoen mention sending in the information about Exploring the feasibility of an upgrade to library broadband service.
- Leoen mentioned receiving notice that our ILDS grant met all the requirements and the file is closed
- Leoen mentioned that we received our funds from the City of Kingston for the Healthy Kids Snacks.

- Monthly activity was reviewed

- All financials were reviewed
- Bank balanced

Motioned by: H.Yanch
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: August 23, 2018 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: K. Thompson
Second by: M. McKinnon
Carried To adjourn meeting at 10:45 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board
Minutes of August 23, 2018 meeting at Flinton Library

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

Attendees:

C. Lessard
H. Yanch
M. McKinnon
K.Thompson
C. Hasler

D. Wood

Absent with regrets Reeve Hogg at Large, A. Ball

Staff: Leoen/CEO

Approval of the Agenda Aug 23, 2018

Motioned by: M. McKinnon

Seconded by: K.Thompson

Carried

To approve agenda of August 23, 2018.

Approval and Adoption of the minutes of June 28, 2018

Motioned by: H.Yanch

Second by: K. Thompson

Carried

To approve and adopt the minutes of June 28, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned that the Well at Finton Library was completed July 14, 2018,
 - Leoen mentioned that the GST/HST was filed for the first six months and received July 30th
 - Leoen mentioned that the TD Summer Program is going great this year.
 - Leoen mentioned that there was an accident at Denbigh's book and bake sale.
 - Leoen mentioned the PLOG application will be open the beginning of September.
 - Leoen mentioned that Denbigh Library will be a voter help center during the Municipal election.
 - Leoen mentioned that both Libraries will be back to winter hours as of Sept 1st , and Denbigh's Wednesday hours will be changed to 3-6pm
 - Leoen mentioned that Denbigh's book and bake sale and Flinton's yard, book and bake sale did really well this year
 - Leoen mentioned having had the septic pumped at Flinton Library.
-
- Monthly activity was reviewed
-
- All financials were reviewed
 - Bank balanced

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: September 27, 2018 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: K. Thompson

Second by: M. McKinnon

Carried To adjourn meeting at 10:14 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board
Minutes of September 27, 2018 meeting at Denbigh Library

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

Attendees:

H. Yanch

M. McKinnon

A. Ball

C. Hasler

D. Wood

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

Staff: Leoen/CEO

Approval of the Agenda September 27, 2018

Motioned by: H. Yanch

Seconded by: D. Wood

Carried

To approve agenda of September 27, 2018.

Approval and Adoption of the minutes of August 23, 2018

Motioned by: D. Wood

Second by: H. Yanch

Carried

To approve and adopt the minutes of August 23, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

- Request to use Denbigh Library

Motion #20180927

Motioned by: H.Yanch

Seconded by: D.Wood

Carried

To have request to use Denbigh Library taken to council

Reports of Officers

- Leoen mentioned finishing and submitting the PLOG application
 - Leoen mentioned that the TD Summer reading had a good turn out this year
 - Leoen mentioned that Bosley Heating and Cooling will be doing an inspection and a pre-winter service at Flintin Library.
 - Leoen mentioned that Denbigh had a problem with their computers and Brian had to have his remote access set up again to fix.
 - Leoen mentioned that Sandra is thinking about hiring someone for kids programs
 - Leoen mentioned receiving the third installment from the Township
 - Leoen mentioned attending a SOLS meeting
 - Leoen mentioned the fire inspections are to be done at both libraries Oct 3rd 2018
-
- Monthly activity was reviewed
-
- All financials were reviewed
 - Bank balanced

Motioned by: H.Yanch

Second by: A. Ball

Carried

To accept CEO report.

Correspondence received for consideration

- Nothing at this time.

Correspondence received for information

- Nothing at this time.

New business

- A request was brought up as to why residents of Addington Highlands can't use the Cloyne Library

Date and time of next meeting: October 25, 2018 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: D.Wood

Second by: A.Ball

Carried To adjourn meeting at 10:40 am

Vice Chair McKinnon

B. Leoen CEO

Addington Highlands Public Library Board **Minutes of October 25, 2018 meeting at Flinton Library**

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

Attendees:

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

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

Staff: Leoen/CEO

Approval of the Agenda October 25, 2018

Motioned by: D Wood

Seconded by: C Hasler

Carried

To approve agenda of October 25, 2018.

Approval and Adoption of the minutes of September 27, 2018

Motioned by: D. Wood

Second by: C Hasler

Carried

To approve and adopt the minutes of September 27, 2018.

Business arising from minutes

- Moved to officers report

Matters for Consideration

Reports of Officers

- Leoen mentioned that council has denied the request to use Denbigh Library and offering the use of the Community Centre instead.
- Leoen mentioned ordering Remembrance activity booklets for kids and Canada Remembers Newspaper from the Veterans Affairs Canada.
- Leoen Mentioned that Bosley came and did the inspection and said that the pipes didn't pass code.
- Leoen mentioned receiving a Master Card from the Township for library supplies.

- Leoen mentioned that Denbigh Library received a donation cheque.
 - Leoen mentioned that the October kids program at both libraries had a good turn out.
 - Leoen mentioned that Denbigh library has hired a librarian assistant and a volunteer has color coded all the dvd's with different colors per category.
-
- Monthly activity was reviewed
-
- All financials were reviewed
 - Bank balanced

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

Date and time of next meeting: November 22, 2018 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: K Thompson

Second by: D Wood

Carried To adjourn meeting at 10:13 am

Chair Lessard

B. Leoen /CEO

Addington Highlands Public Library Board

Minutes of November 22, 2018 meeting at Flinton Library

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

Attendees:

C. Lessard

C. Hasler

A. Ball

D. Wood

M. McKinnon

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

Staff: Leoen/CEO

Approval of the Agenda November 22, 2018

Motioned by D.wood

Seconded by A Ball

Carried

To approve agenda of November 22, 2018.

Approval and Adoption of the minutes of October 25, 2018

Motioned by D. Wood

Second by C.Hasler

Carried

To approve and adopt the minutes of October 25, 2018.

Business arising from minutes

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned that Bosley came and fixed the pipes
- Leoen mentioned we will be getting connectivity for 2018/19. To be reimbursed in January 2019.
- Leoen mentioned the Holiday hours for the library

- Monthly Activity was reviewed
- All financials were reviewed
- Budget revision was 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

- Nothing at this time.

Date and time of next meeting: January 24, 2019 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by A.BALL

Second by D.Wood

Carried To adjourn meeting at 10:15am

Chair Lessard

B. Leoen CEO
