

Addington Highlands Public Library Board

Minutes of January 23, 2020 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large,

Staff: Leoen/CEO

Approval of the Agenda January 23, 2020

Motioned by: A. Ball

Seconded by: D. Wood

Carried

To approve agenda of January 23, 2020

Approval and Adoption of the minutes of November 28, 2019

Motioned by: H. Yanch

Second by : M. McKinnon

Carried

To approve and adopt the minutes of November 28, 2019

Business arising from minutes

Matters for Consideration

- Nothing at this time

Reports of Officers

- The New Amendments to the Public Libraries Act was reviewed
- Leoen mentioned receiving our PLOG grant
- Leoen mention receiving GST rebate
- Leoen mentioned kids program had good turn out
- Leoen mentioned possible family program events by Qunite Conservation to be held at Flinton Library this summer
- Year- end Statistical Report for Information and Privacy Commissioner of Ontario was completed.
- Leoen mention having a credit with Library Bound.
- T.D Summer Reading Program was mention, Theme is Game On!
- Leoen mention receiving another quote for ramp

- Leoen mentioned we received connectivity from SOLS.
- Leoen mentioned 2019 Annual Survey opened.
- A list of Holiday dates was mention
- Monthly Activity was reviewed

Financials

- Everything Balanced
- T4's have been completed

Library proposed budget for 2020 was reviewed

Motion #202001

Motioned by: M.McKinnon

Seconded by: D.Wood

Carried

To send proposed budget to Council

Motion 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

- Reviewed the new Public Libraries Act Amendments that came into effect in December 2019.
- The first amendment will permit Canadian permanent residents to serve as public library board member
- The second amendment reduces the minimum number of annual public library board meetings from ten to seven per year.

Motion # 20200123

Motioned by:H.Yanch

Seconded by:D.Wood

Carried

To reduce annual board meeting from ten to nine per year, with special meetings called if needed.

Date and time of next meeting: February 27, 2020 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by A.BAll

Second by D.Wood

Carried To adjourn meeting at 10:17 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of May 28, 2020 meeting at Zoom Meeting

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

Attendees:

C. Lessard
K. Thompson
D. Wood
M. McKinnon

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

Members of the Public C.Reed

Staff: Leoan/CEO

Approval of the Agenda May 28, 2020

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To approve agenda of May 28, 2020

Approval and Adoption of the minutes of January 23, 2019

Motioned by: K.Thompson

Second by : D.Wood

Carried

To approve and adopt the minutes of January 23, 2019

Business arising from minutes

- New list of monthly board meetings
- Quinte Conservation has been contacted about the summer program

Matters for Consideration

- Denbigh Book Delivery,- Councilors will start delivering Denbigh's book orders
- Staff wages while closed

Motion#20200528

Motioned by: K.Thompson

Seconded by: M.McKinnon

Carried

To continue payment of wages for staff while library is closed

Reports of Officers

- 2019 Annual Survey Report is completed
- Received our GST rebate in February
- Falcon Ed and Quinte Conservation was scheduled for July 18th, but has been cancelled due to Covid-19
- Both library had 4 kids each attended their Valentine Craft Night
- Walk-a-Thon was scheduled for April 25th, but has been postponed for a later date.
- Due to Covid 19 all upcoming programs have been cancelled. Posters on Covid-19 have been posted at the libraries. The municipality has closed us until further notice. All staff will still be paid during closure.
- Carpets have been cleaned at Flinton, Denbigh's floors have been steam cleaned both libraries have had a good clean since been closed.
- Inventory has been done at both libraries, new books cataloged and weeding started
- Flinton libraries in person Lego night was cancelled, but change to an on-line facebook activity.
- Township needed drawing of ramp from contractors
- Leoan attended a SOLS teleconference on February 24
- Until Way Success by Six program was cancelled this year due to Covid-19
- The receipt printer at Flinton need to be replaced
- Tumble books is free for libraries until August 31.
- The Township will be including the libraries in their pandemic/emergency plan
- Ebsco has offered there online databases and e-books free for 90 days
- Ramp Budget has been passed and will be replaced next year 2021
- Mango Languages is offering libraries a free trial until June 1
- World Trade Press is offering libraries a free trial until July 31
- Leoan attended a zoom meeting with SOLS on April 24th
- TD Summer Reading Program has cancelled all there materials from being delivered and are holding them until next year.
- Garden area and sidewalk at Flinton library have been cleaned
- Leoan attended a zoom meeting with the Township about staff wages.
- Pandemic Response Return to Work/Re-Opening Plan has been started
- As of May 19th the Ontario Government is allow Public Libraries to do curbside pick-up. Plan to start this at both libraries in June
- Sneeze guards have been installed at both libraries around the circulation desks
- May 20th zoom meeting with SOLS was talk about libraries sharing online programs
- Curbside pick-up guidelines were discussed
- Hand sanitizers and face shields have been supplied by the Township for the library

- Monthly Activity was reviewed

Financials

- Everything Balanced for February, March and April
- 2019 Library books were dropped off at the Township for the auditor
- First installment from the Township was received

Motion by K. Thompson

Second by: D. Wood

Carried

To accept CEO Report

Correspondence received for consideration

- Township has asked if we would like to be include in a bulk order for plexiglass for the library

Correspondence received for information

- Nothing at this time.

New business

- Re-Opening library- Denbigh library won't be able to open to the public if the community center is still closed to the public
- Curbside Pick-up to start at both branches June 1st

Motion# 20200528a

Motioned by: D. Wood

Seconded by: M McKinnon

Carried

To start curbside pick-up at both branches

Date and time of next meeting: June 25, 2020 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by K. Thompson

Second by D. Wood

Carried To adjourn meeting at 10:45 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of June 25, 2020 meeting at Flinton Library

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

Attendees:

C. Lessard

A. Ball

D. Wood

C. Hasler

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

Staff: Leoen/CEO

Approval of the Agenda June 25, 2020

Motioned by: C. Hasler

Seconded by: D. Wood

Carried

To approve agenda of June 25, 2020

Approval and Adoption of the minutes of May 28, 2020

Motioned by: D. Wood

Second by : C. Hasler

Carried

To approve and adopt the minutes of May 28, 2020

Business arising from minutes

- Bulk plexi-glass order from Township, was speaking with D. Twiddy about the plexiglass and he said he spoke with the Fire Chief about it and all they have is 2 sheets 30``x60`` pieces of plexi. So will be leaving the plastic sneeze guards in place and looking into how we can put it between the computers.

Matters for Consideration

-Nothing at this time

Reports of Officers

- Mango languages has extended their free trail until June 30th
- Jasi has fixed our hours on the online catalog
- TD Summer Reading Club is online this year

- We now have ancestry library edition temporarily set up on our online catalog, this is reviewed monthly by ancestry
- As of June 8th the provincial government announced stage 2 and libraries are allowed to open to the public for computer use only.
- We have applied and submitted our application for PLOG and are in batch 1 for payment

Monthly Activity was reviewed

Financials

- Everything balanced

Motion by: D.Wood

Second by: C.Lessard

Carried

To accept CEO Report

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time.

New business

Opening the library for computer access only

Motion# 20200628

Motioned by: C.Lessard

Seconded by: D.Wood

Carried

To open the libraries for computer access only

Date and time of next meeting: August 27, 2020 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by D.Wood

Second by C.Hasler

Carried To adjourn meeting at 10:15 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of August 27, 2020 meeting at Denbigh Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, A. Ball

Staff: Leoen/CEO

Approval of the Agenda August 27, 2020

Motioned by: H. Yanch

Seconded by: D. Wood

Carried

To approve agenda of August 27, 2020

Approval and Adoption of the minutes of June 25, 2020

Motioned by: D. Wood

Second by : C. Hasler

Carried

To approve and adopt the minutes of June 25, 2020

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Re-opening the libraries

We will be keeping with curbside pick-up and limited computer use and review in September.

Reports of Officers

- Leoen attended a zoom meeting with Township re-guarding the re-opening of the libraries. There will be no public washrooms available
- Masks are mandatory inside libraries and there is a sign in log for all people entering
- Leoen mention applying and receiving the GST rebate

- Leoen mention that the Township is applying for an accessible grant for the Flinton Libraries ramp and asked for a letter from the board.
- Leoen mention that Denbigh library has had internet problems and has had a Bell technician come to fix.
- Leoen mention we have received the PLOG grant on July 15th
- Flinton library has had 4 online registrations and Denbigh has had 12 for the TD Summer Reading Club
- Leoen mentioned needing new phones for both libraries
- Leoen mentioned speaking with the clerk about the re-opening of Township facilities and they had a CCG meeting on August 20th and no decision was made, but it was requested the it be put on their September 1st council meeting agenda
-

Monthly Activity was reviewed

Financials

- Everything balanced

Motion by: M.McKinnon

Second by: D.Wood

Carried

To accept CEO Report

Correspondence received for consideration

- Resignation received from a board member

Correspondence received for information

- Nothing at this time.

New business

Safety, Security and emergencies in the library policy

Motion# 202027

Motioned by: M.McKinnon

Seconded by: K.Thompson

Carried

To approve the Safety, Security and emergencies in the library Policy

Date and time of next meeting: September 24, 2020 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by M.McKinnon

Second by D.Wood

Carried To adjourn meeting at 10:20 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of September 24, 2020 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, H.Yanch

Staff: Leoen/CEO

Approval of the Agenda September 24, 2020

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

To approve agenda of September 24, 2020

Approval and Adoption of the minutes of August 27, 2020

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

To approve and adopt the minutes of August 27, 2020

Business arising from minutes

- Township clerk was notify and sent resignation of board member and on Sept 1st council received the letter of resignation and has directed staff to notify the public about vacancy from Ward 1.

Matters for Consideration -Re-opening the libraries

- Libraries will be re-opening at regular hours, but closing a half hour early for cleaning the libraries. Capacity for the libraries is 5 patrons at one time in building. Tuesday's hours at Flinton library will be changed to 10-2pm for winter and 10-5pm in summer

Motion#202024

Motioned by: D.Wood
Seconded by: C.Hasler
Carried

To re-opening libraries on October 5, 2020 at regular hours with closing half hour early for cleaning

Reports of Officers

- Township has set a tentative date for October 1st to re-opening all facilities. But this depends on the completion of the Flinton office addition and a discussion with the Lakelands Family Health Team regarding AHCC-Denbigh
- Denbigh library patrons will start to use the south door for library and will have access to one washroom. The Health unit will use the north door. Township will be putting up rope barriers so to limited access to the rest of the building.
- Leoen mention attending a SOLS zoom meeting, Libraries are starting to open up with reduced hours for cleaning and limited people in buildings. Some libraries will be continuing with curbside pick-up
- Leoen mention that the Provincial licensing will be open for purchase Sept 21-Oct 30th. Will reorder ancestry library edition for the libraries. Overdrive is available for 800.00 with 5% admin fee and HST.
- Ancestry's remote access has been extended until December 31, 2020

Monthly Activity was reviewed

Financials

- Everything balanced

Motion 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: October 22, 2020 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by C.Hasler

Second by K.Thompson

Carried To adjourn meeting at 10:15 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of October 22, 2020 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large,

Staff: Leoen/CEO

Approval of the Agenda October 22, 2020

Motioned by: D.Wood

Seconded by: K.Thompson

Carried

To approve agenda of October 22, 2020

Approval and Adoption of the minutes of September 24, 2020

Motioned by: K.Thompson

Second by : M.McKinnon

Carried

To approve and adopt the minutes of September 24, 2020

Business arising from minutes

- E-resource Ancestry Library Edition has been re-ordered for 2021.

-

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned getting a new carbon monoxide alarm for Flinton Library
- Leoen mentioned completing the TD Summer Reading Survey
- Leoen mention a staff member at Denbigh library has had her baby and head librarian has spoken to supply librarian about filling it on Saturday's and kids programs when they start back up
- Leoen mentioned about receiving the typical (untypical) week survey

- Leoan mentioned updating the board member's contact list
- Leoan mentioned we will be getting connectivity for 2020-21
- Leoan mentioned about the apple tree being vandalized at Flinton Library
- Leoan mentioned attending a SOLS zoom meeting and that public libraries need to make their website web content accessible by January 2021
- Leoan mentioned IT support has made the required changes to our website and has added the conformance certificate, AChecker logo and statement to the bottom of the page
- Leoan mentioned posting a no-carve pumpkin challenge for kids on facebook

Monthly Activity

- Stats are for computer and curbside
- Since re-opening on October 5th it has been slow.
- We are still receiving curbside pick-up requests

Financials

- Everything balanced for September
- Leoan mentioned speaking with auditor and receiving 2019 finance audit draft

Motion 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: November 26, 2020 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by B.Bass

Second by D.Wood

Carried To adjourn meeting at 10:15 am

Chair Lessard

B. Leoan CEO

Addington Highlands Public Library Board

Minutes of November 26, 2020 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, B. Bass, M. McKinnon, H.Yanch

Staff: Leoen/CEO

Approval of the Agenda November 26, 2020

Motioned by: D.Wood

Seconded by: K.Thompson

Carried

To approve agenda of November 26, 2020

Approval and Adoption of the minutes of October 22, 2020

Motioned by: K.Thompson

Second by : D. Wood

Carried

To approve and adopt the minutes of October 22, 2020

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned receiving maternity notice from staff
- Leoen mentioned the libraries not being busy enough to close half hour early, that we have been closing 15minutes early
- Leoen mentioned the library has been invited to take part in Ontario Parks Day-Use vehicle permit lending program.
- Leoen mentioned about Provincial Government funding opportunity related to Covid-19
- Leoen mentioned about Provincial codes and having a Covid-19 safety plan
- Leoen mention the holiday hours for the library

Monthly Activity

- Was reviewed

Financials

- Everything Balanced
- Leoen mentioned receiving the 2019 finances from auditor
- Budget revision was reviewed

Motion by: D Wood

Second by: K. Thompson

Carried

To accept CEO Report

Motion # 11262020

Motioned by: D.Wood

Seconded by: K. Thompson

Carried

To send budget revision to council

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time.

New business

- COVID-19 Safety Plan

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To accept and adopt Covid-19 safety plan

Date and time of next meeting: January 28, 2020 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by K.Thompson

Second by D.Wood

Carried To adjourn meeting at 10:15 am

Chair Lessard

B. Leoen CEO