

Addington Highlands Public Library Board

Minutes of January 28, 2021 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, C. Hasler, B.Bass, H.Yanch

Staff: Leoen/CEO

Members of the Public: C.Reed

Approval of the Agenda January 28, 2021

Motioned by: K.Thompson

Seconded by: M.McKinnon

Carried

To approve agenda of January 28, 2021

Approval and Adoption of the minutes of November 26, 2020

Motioned by D.Wood

Second by K.Thompson

Carried

To approve and adopt the minutes of November 26, 2020

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Nothing at this time

Reports of Officers

- Leoen mentioned completing the 2020 year end statistical report for information and privacy.
- Leoen mentioned about the recent government shutdown as of December 26, 2020, back to curbside pick-up with no in-library services
- Leoen mentioned that we have received the 2021 Ontario Parks Day Use permits, 3 for each library
- Leoen mentioned Ancestry Library Edition has extended their remote access until March 31, 2021
- Leoen mentioned attending a SOLS committee meeting

- Leoen mentioned the TD Summer reading program for 2021 will be offering a hybrid program this year both online resources and printed material
- Leoen mentioned the Annual survey opened on January 26,2021

- Monthly Activity was reviewed

Financials

- Everything balance in December
- 2021 budget was reviewed
- GST/HST rebate for 2020 was completed
- T4's and summary for 2020 are finished

Motion # 202101

Motioned by: K.Thompson

Seconded by: M.McKinnon

Carried

To send 2021 proposed budget to council

Motioned by: D.Wood

Seconded 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: March 25, 2021 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by K.Thompson

Second by M.McKinnon

Carried To adjourn meeting at 10:13am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of March 25, 2021 meeting at Denbigh Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, K. Thompson

Staff: Leoan/CEO

Approval of the Agenda March 25, 2021

Motioned by: D. Wood

Seconded by: B. Bass

Carried

To approve agenda of March 25, 2021

Approval and Adoption of the minutes of January 28, 2021

Motioned by M. McKinnon

Second by D. Wood

Carried

To approve and adopt the minutes of January 28, 2021

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Book sale and Walk-a-thon were mentioned and all have agreed to have the book sale this summer and walk-a-thon in the fall
- Reducing the isolation time for book returns from 72 hrs to 24hrs.

Reports of Officers

- Leoan mentioned the libraries have a free trial of Flipster
- Leoan mentioned that we have finished the 2020 Annual survey
- Leoan mentioned that TD Summer Reading program has announced a free Storywalk project this summer.
- Leoan mentioned Ancestry Library Edition has extended their remote access until June 2021
- Leoan mentioned attending a SOLS committee meeting

- Leoen mentioned that since Covid it has been hard to get the book orders up to Denbigh, Our book supplier is now shipping the books to each library
- Leoen mentioned about a new take home kit called Good in Every Grain from Grain Farmers of Ontario
- Leoen mention about that both libraries will be getting new glass installed at the circulation desks and the Flinton library accessible ramp
- Monthly Activity was reviewed

Financials

- The 2020 books have been dropped off at Township for the auditor
- We have received our GST rebate
- We have received our 1st installment from the Township

Motioned by: H Yanch

Seconded 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: April 22, 2021 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by B Bass

Second by D.Wood

Carried To adjourn meeting at 10:14am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of April 29, 2021 meeting at Zoom Meeting

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

Attendees:

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

Absent with regrets Reeve Hogg at Large, B.Bass, C. Hasler, H. Yanch

Staff: Leoen/CEO

Approval of the Agenda April 29, 2021

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To approve agenda of April 29, 2021

Approval and Adoption of the minutes of March 25, 2021

Motioned by M.McKinnon

Second by D.Wood

Carried

To approve and adopt the minutes of March 25, 2021

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Summer Kids Program was mentioned

Reports of Officers

- Leoen mentioned about sharing the storybook kits between the two branches
- Leoen mentioned about the libraries being back to curbside, limited computer use and printing services as of April 3rd,2021
- Leoen mention about the Flinton Library sign being repaired by Trmacsigns and the cost of replacement being paid for by a donation to the library.
- Leoen mentioned about SOLS and OLS-N merging and looking for trustees.
- Leoen mentioned both libraries receiving hand sanitizers with stands form the Township
- Leoen mentioned the glass for Flinton's circulation desk was delivered and installed.
- Leoen mentioned that the drawings for Flinton libraries ramp have been drawn up.
- Monthly Activity was reviewed

Financials

- Everything balanced in March
- Leoen mentioned that EHT have reviewed our account and no longer required to pay monthly installments. We will start annual payments.

Motioned by: D.Wood

Seconded 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: May 27, 2021 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: D.Wood

Second by M.McKinnon

Carried To adjourn meeting at 10:24am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of May 27, 2021 meeting at Zoom Meeting

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

Attendees:

C. Lessard
D. Wood
M. McKinnon
H. Yanch

Absent with regrets Reeve Hogg at Large, B. Bass, C. Hasler, K. Thompson

Staff: Leoen/CEO

Approval of the Agenda May 27, 2021

Motioned by: D. Wood

Seconded by: H. Yanch

Carried

To approve agenda of May 27, 2021

Approval and Adoption of the minutes of April 29, 2021

Motioned by M. McKinnon

Second by D. Wood

Carried

To approve and adopt the minutes of April 29, 2021

Business arising from minutes

- Leoen informed OLS that we will not be appointing a trustee rep at this time.

Matters for Consideration

- Library Summer Hour, Board has decided to stay on winter hours starting June 1st. and will reassess at later date.

Reports of Officers

- Flinton Library received a donation of 565.00. This will be used for the refinishing of the Flinton sign
- Denbigh Library Sign will be refinished by trmacsigns free of charge.
- The glass for Denbigh's circulation desk was installed and needs to be stained
- We received 2 hand held sanitizers from the township.
- TD Summer Reading material has been shipped
- Ancestry has extended their remote access until the end of Sept 2021
- On May 20th the provincial government announced the new "Roadmap to Reopen" plan. This plan impacts Ontario public libraries as follows:

- Present time – Curbside pickups for materials, Access to computers, printing and similar services permitted.
- Step One (estimated week of June 14th) – Curbside pickups for materials, Access to computers, printing and similar services permitted.
- Step Two (21 days later- estimated week of July 5) – Open with 25% capacity and other restrictions.
- Step Three (21 days later- estimated week of July 26)- Open with capacity limited, social distancing, and other restrictions.
- Libraries can decide on the plan that will best meet the needs of their community, as long as they stay within the framework of this roadmap.
- We have Quinte Conservation Parking Passes for each library
- We had a volunteer sand and paint the Flinton Library bench
- We are going to try the Southern Ontario DVD Pool for free until Oct 25.

- Monthly Activity was reviewed

Financials

- Everything balanced in April

Motioned by: M.McKinnon

Seconded 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 24, 2021 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: D.Wood

Second by M.McKinnon

Carried To adjourn meeting at 10:18am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of June 24, 2021 meeting at Flinton Library

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

Attendees:

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

Absent with regrets Reeve Hogg at Large,

Staff: Leoen/CEO

Approval of the Agenda June 24, 2021

Motioned by: D. Wood

Seconded by: M. McKinnon

Carried

To approve agenda of June 24, 2021

Approval and Adoption of the minutes of May 27, 2021

Motioned by H. Yanch

Second by D. Wood

Carried

To approve and adopt the minutes of May 27, 2021

Business arising from minutes

- Nothing at this time

Matters for Consideration

- Board has decided when province opens up with Step 2 of re-opening library will open for summer hours.

Motion # 06242021

Motioned by: H. Yanch

Seconded by: M. McKinnon

Carried

To open for summer hours

- Board has agreed to have the kids summer reading program held outside this summer with curbside pick-up as an option.

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Reports of Officers

- Leoen mentioned that our IT support person is retiring as of Sept 30th
- Leoen mentioned making a trip to Denbigh library to take supplies and to make up stain color for the circulation desk
- Leoen mentioned that we have received the Storywalk.
- Leoen mentioned attending a committee meeting
- Leoen mentioned the Public Library Operating Grant (PLOG) application will be opening soon.
- Leoen mentioned Flinton Library book sale will be held on Saturday July 31. Denbigh Library will be in August.
- Leoen mentioned a volunteer power washed the Flinton library building.
- Monthly Activity was reviewed

Financials

- Everything balanced in May
- We have received the 2nd installment from the Township

Motioned by: C.Hasler

Seconded by: D.Wood

Carried

To accept CEO report

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- E-mail from Greater Madawaska Public Library on sharing ideas

New business

- Nothing at this time.

Date and time of next meeting: August 26, 2021 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: B.Bass

Second by D.Wood

Carried To adjourn meeting at 10:14am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of August 26, 2021 meeting at Denbigh Library

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

Attendees:

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

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

Staff: Leoen/CEO

Approval of the Agenda August 26, 2021

Motioned by: B.Bass

Seconded by: D.Wood

Carried

To approve agenda of August 26, 2021

Approval and Adoption of the minutes of June 24, 2021

Motioned by C.Hasler

Second by D.Wood

Carried

To approve and adopt the minutes of June 24, 2021

Business arising from minutes

- Rez Cresting was contacted for a quote on 100 bags with libraries logo

Matters for Consideration

- Monthly children's programs for Oct and Dec.
Board has agreed to hold the two last monthly kids programs for the year, if there is no lock downs in effect.

Reports of Officers

- Flinton received a 200.00 donation for the children's program
- GST/HST rebate was applied for Jan-June
- There have been no bids on the Flinton's Ramp
- Flinton Library has been selected for a site assessment for Connecting Public Libraries Initiative
- Flinton libraries book sale made 412.00
- Leoen mentioned that there was a problem with Denbigh's kids program
- Leoen mentioned completing the PLOG grant
- Leoen mentioned about the new Federal Holiday and Sept 30th.

- Denbigh's book sale made 300.50
- Leoen mentioned about staining the barrier at Denbigh and taking up supplies
- Leoen mentioned that library bound will no longer be delivering the Denbigh
- Leoen mentioned that the Summer program will be wrapping up on Aug 26th

- Monthly Activity was reviewed

Financials

- Everything balanced in July

Motioned by: D.Wood

Seconded by: B.Bass

Carried

To accept CEO report

Correspondence received for consideration

- Nothing at this time

Correspondence received for information

- Nothing at this time

New business

- Federal Holiday, September 30th National Day for Truth and Reconciliation Day
- Although not a public holiday the library will be closed on National Day for Truth and Reconciliation Day, only those employees normally scheduled to work that day will be compensated.

Motion # 20210826

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

- To close on September 30th for National Day for Truth and Reconciliation Day and only those employees normally scheduled to work that day will be compensated.

Date and time of next meeting: Sept 23, 2021 at the Flinton Library at 10:00AM.

Motion to Adjourn

Motioned by: B.Bass

Second by D.Wood

Carried To adjourn meeting at 10:16am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of Sept 23, 2021 meeting at Flinton Library

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

Attendees:

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

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

Staff: Leoen/CEO

Approval of the Agenda Sept 23, 2021

Motioned by: B.Bass

Seconded by: D.Wood

Carried

To approve agenda of Sept 23, 2021

Approval and Adoption of the minutes of August 26, 2021

Motioned by C.Hasler

Second by D.Wood

Carried

To approve and adopt the minutes of August 26, 2021

Business arising from minutes

- Rez Printing will be doing 50 canvas library bags for us
- Section 2 in the Vacation, Public Holidays and Leave Policy was updated

Matters for Consideration

- Nothing at this time

Reports of Officers

- Public libraries are not currently include on the list for proof of vaccination. OLS is working closely with MHSTC to provide clarification about the impacts of the vaccine certificate requirements on the use of library meeting and event spaces
- Auditing firm the library has used conclude at 2020 fiscal year end. We will be contacted by clerk when new firm begins
- IT has looked at all the computers at both branches. All patron computers have been maintained and in good condition. The 2 circulation computers are all up to date but were manufactured in 2010 and considered slow, he has advised for us to budget for two new circulation computers.

- We have completed the TD Summer Reading survey
- We have received our booklets of financial statements from the auditor
- Bell Canada was called about an issue at Flinton Library
- We have received posters on how patrons can print off there proof of vaccination

- Monthly Activity was reviewed

Financials

- Everything balanced in August
- We received our GST rebate for January to June
- We received our next installment from the township

Motioned by: H.Yanch

Seconded 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

Closed Meeting

Motion # 20210923

Motioned by: H.Yanch

Seconded by: K.Thompson

Carried

To close meeting for personal issues

Motion# 20210923b

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

Personal issues were discussed and regular meeting resume

Date and time of next meeting: Oct 28, 2021 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

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of October 28, 2021 meeting at Flinton Library

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

Attendees:

C. Lessard

D. Wood

H. Yanch

Absent with regrets Reeve Hogg at Large, C Hasler, B. Bass, K Thompson

Staff: Leoen/CEO

Approval of the Agenda October 28, 2021

Motioned by:

Seconded by:

Carried

To approve agenda of October 28, 2021

Approval and Adoption of the minutes of September 23, 2021

Motioned by

Second by

Carried

To approve and adopt the minutes of September 23, 2021

Business arising from minutes

- Staff evaluation and library job duty forms were discussed

Matters for Consideration

- New library bags prices, Memorial Plaque for Denbigh and Overdrive were discussed

Reports of Officers

- Denbigh Library has received 265.00 in memory of Mary McKinnon
- TD summer Reading theme for 2022 is Once upon a time, Myths and Legends
- Holiday hours for December were mentioned
- Leoen mentioned the furnace at Flinton needing a venting motor
- Leoen mentioned that proof of vaccination is required for program
- QR code scanners were mentioned
- Leoen mentioned the Flinton ramp will be completed in 2022
- Denbigh kids program was held on Oct 7th
- Leoen mentioned picking up the new library bags from Rez Cresting and receiving 10 extra bags.
- Peggy will be picking up the SOLS Dvd pool, not enough interest to continue
- Leoen mentioned the township has done a building condition assessment on both libraries
- Flinton library has had the yearly water sample done
- Leoen mentioned Brian will continue to look after our webpage as it is complicated
- Leoen mentioned typical week.

Monthly Activity was reviewed

Financials

- Everything balanced in September
- We received our PLOG Grant money on Oct 14th

Motioned by:

Seconded by:

Carried

To accept CEO report

Correspondence received for consideration

- Received posters from senior women living together

Correspondence received for information

- Received email about how students can get a library card and access audio books

New business

- Covid-19 Draft Vaccination Policy

Date and time of next meeting: November 25, 2021 at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by:

Second by H.

Carried To adjourn meeting at 10:35 am

Chair Lessard

B. Leoen CEO

Addington Highlands Public Library Board

Minutes of November 25, 2021 meeting at Flinton Library

Call to Order: by Acting Chair H.Yanch at 10:00 am.

Attendees:

B.Bass
K.Thompson
D. Wood
H.Yanch

Absent with regrets Reeve Hogg at Large, C Hasler, C.Lessard

Staff: Leoen/CEO

Approval of the Agenda November 25, 2021

Motioned by: D.Wood
Seconded by: K.Thompson
Carried

To approve agenda of November 25, 2021

Approval and Adoption of the minutes of September 23, 2021

Motioned by K.Thompson
Second by D.Wood
Carried

To approve and adopt the minutes of September 23, 2021

Business arising from minutes

- Staff evaluation and library job duty forms were discussed
- Overdrive for 2022 has been ordered

Matters for Consideration

- New library bags prices, Memorial Plaque for Denbigh and Overdrive were discussed

Reports of Officers of October 28th and November 25, 2021

- Denbigh Library has received 265.00 in memory of Mary McKinnon
- TD summer Reading theme for 2022 is Once upon a time, Myths and Legends
- Holiday hours for December were mentioned
- Leoen mentioned the furnace at Flinton needing a venting motor
- Leoen mentioned that proof of vaccination is required for program
- QR code scanners were mentioned
- Leoen mentioned the Flinton ramp will be completed in 2022
- Denbigh kids program was held on Oct 7th

- Leoen mentioned picking up the new library bags from Rez Cresting and receiving 10 extra bags.
- Peggy will be picking up the SOLS Dvd pool, not enough interest to continue
- Leoen mentioned the township has done a building condition assessment on both libraries
- Flinton library has had the yearly water sample done
- Leoen mentioned Brian will continue to look after our webpage as it is complicated
- Leoen mentioned typical week.

Monthly Activity was reviewed

Financials

- Everything balanced in September
- We received our PLOG Grant money on Oct 14th
- Everything balanced in October
- Vacation pays will be added on Nov 30th pay
- Budget revision

Motioned by: K.Thompson

Seconded by: B.Bass

Carried

To receive CEO report of October 28,2021

- Leoen mentioned Flinton library has received 100.00 donation
- Leoen mentioned radon detector kits from KFL&A public health for the libraries
- Leoen mentioned December kids crafts
- Leoen mentioned getting connectivity for 2022
- Leoen mentioned the auditor will be working with the new auditor KPMG in answering questions

Motion# 20211125

Motioned by: K.Thompson

Seconded by: B.Bass

Carried

To receive revised budget

Motion# 20211125b

Motioned by: D.Wood

Seconded by: K.Thompson

Carried

To send revised budget to council

Motioned by: D.Wood
Seconded by: K.Thompson

Carried

To accept CEO report of November 25, 2021

Correspondence received for consideration

- Received posters from senior women living together

Correspondence received for information

- Received email about how students can get a library card and access audio books

New business

- Covid-19 Vaccination Policy

Motion# 20211125c

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To adopt Township of Addington Highlands Covid-19 Vaccination policy

Date and time of next meeting: January 27, 2022, at the Denbigh Library at 10:00AM.

Motion to Adjourn

Motioned by: B.Bass

Second by: K.Thompson

Carried To adjourn meeting at 10:20 am

Acting Chair H.Yanch

B. Leoen CEO