

## **Addington Highlands Public Library Board**

Minutes of February 24,2022 meeting at Denbigh 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.Lessard

Staff: Leoen/CEO

### **Approval of the Agenda February 24, 2022**

Motioned by: B.Bass

Seconded by: D.Wood

Carried

To approve agenda of February 24,2022

### **Approval and Adoption of the minutes of November 25, 2021**

Motioned by K.Thompson

Second by D.Wood

Carried

To approve and adopt the minutes of November 25, 2022

### **Business arising from minutes**

- Nothing at this time

### **Matters for Consideration**

- Library meeting dates were reviewed

### **Reports of Officers**

- Ontario Park Day Passes have been extended until Dec 2022

- Ancestry Library Edition will not be extending their remote access after Dec 31,2022 -

Both libraries receive Radon testing kits

- Information and Privacy Commissioner of Ontario year-end report was completed -

January 3<sup>rd</sup> we had gone back to curbside pick-up and computer services only - TD

summer reading program supplies have been ordered

- Leoen mentioned that the furnace at Flinton library needed replacing and new furnace

installed on February 18<sup>th</sup>

- Leoan mentioned receiving resignation letter from a library board member
- Leoan mentioned both libraries offered a children's curbside pick-up craft for February - Leoan mentioned putting all the new e-resources shortcut links on all the computers at both libraries and Brian updating the webpage with the new links
- Leoan mentioned a staff member is interested in the OLS excel course - Annual survey for 2021 has been completed and submitted
- Both libraries have received a donation
- TD summer reading program is doing another storywalk this year, they have added two stories
- Leoan mentioned about a new teen volunteer program called teen knitters

Monthly Activity was reviewed

Financials

- Everything balanced in December and January
- T4's for 2021 are finished
- T4 summary for 2021 balanced
- We have received the connectivity cheque from OLS
- We have submitted the GST/HST rebate for July-Dec 2021

Motion# 20220224

Motioned by: K.Thompson

Seconded by: B.Bass

Carried

To send proposed 2022 budget to council

Motion# 20220224a

Motioned by: D.Wood

Seconded by: B.Bass

Carried

To accept CEO report of February 24, 2022

**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 24, 2022 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by: B.Bass

Second by: K.Thompson

Carried To adjourn meeting at 10:25 am

Acting Chair H.Yanch B. Leoen CEO

## **Addington Highlands Public Library Board**

Minutes of March 24,2022 meeting at Flinton Library

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

### **Attendees:**

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

Absent with regrets Reeve Hogg at Large, C.Lessard, B.Bass, K.Lips

Staff: Leoen/CEO

### **Approval of the Agenda March 24, 2022**

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To approve agenda of March 24,2022

### **Approval and Adoption of the minutes of February 24, 2021**

Motioned by K.Thompson

Second by B.Lessard

Carried

To approve and adopt the minutes of February, 2022

### **Business arising from minutes**

- Have connected Land O' Lakes Community services about the teen knitters volunteer program

### **Matters for Consideration**

- In-person kids program was reviewed

Motion #20220324

Motion by: D.Wood

Second by: B.Lessard

Carried

To resume in-person children's monthly program with curbside pick-up being an option.

### **Reports of Officers**

- 2021 library books have been dropped off at Township for auditor pickup - Leoen

mentioned attending a zoom meeting about the upcoming OTF grant funding for new computers, accessible keyboards, new makerspace and accessories for adults and children, wired hand dryer for Flinton quote from Lemke Electric, e-resources and overdrive and mifi hotspots

- Mask mandates are no longer a requirement in the library. The CC in Denbigh is still requiring masks in the common spaces of the facility, may change sometime in April. - Work on the new Denbigh committee meeting rooms next to the library has started - Board contact has been updated
- Township has mentioned they are participating in an IT service delivery review with the County of Lennox and Addington to assess what options for collaboration around IT and IT sharing services
- Flinton library received a donation of 12 puzzles

Monthly Activity was reviewed

#### Financials

- Everything balanced in February
- 1<sup>st</sup> installment from township was recieved

Motioned by: B.Lessard

Seconded by: D.Wood

Carried

To accept CEO report of March 24, 2022

#### **Correspondence received for consideration**

- Nothing at this time

#### **Correspondence received for information**

- Nothing at this time

#### **New business**

OTF Resilience grant was reviewed

Motion #20220324a

Motion by: B.Lessard

Second by: K.Thompson

Carried

For CEO to look into 4 MIFI Hotspots for grant application

**Date and time of next meeting: April 28, 2022 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

Motioned by: D.Wood

Second by: K.Thompson

Carried To adjourn meeting at 10:34 am

Acting Chair H.Yanch B. Leoen CEO

**Addington Highlands Public Library Board**  
Minutes of April 28,2022 meeting at Denbigh Library

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

**Attendees:**

B. Lessard  
B.Bass  
D. Wood  
C.Lessard

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

K.Thompson Staff: Leoen/CEO

**Approval of the Agenda April 28, 2022**

Motioned by: D.Wood

Seconded by: B.Lessard

Carried

To approve agenda of April 28,2022

**Approval and Adoption of the minutes of March 24, 2021**

Motioned by K.Thompson

Second by B.Lessard

Carried

To approve and adopt the minutes of March 24, 2022

**Business arising from minutes**

- CEO looked into the cost of 4 Roger's internet hotspots

**Matters for Consideration**

- Hiring another supply for Denbigh library was discussed

**Reports of Officers**

- Leoen mentioned enrolling in 2 upcoming webinars in May
- Leoen mentioned we have completed and submitted our application with OTF Resilient Communities Fund Grant
- Leoen mentioned Flinton Library was selected to receive funding via the Connecting Public Libraries Initiative.
- Leoen mentioned about the International Dyslexia Association of Ontario having a mini grant program available for public libraries.
- Denbigh's April in-person children's program was cancelled, curbside was available

- Flinton's April children's craft program had 22 curbside pick-ups
- Leoan mentioned the township has set a date for CPR/First aid for all staff.

Monthly Activity was reviewed

#### Financials

- Everything balanced in March

Motioned by: B.Lessard

Seconded by: B.Bass

Carried

To accept CEO report of April 28, 2022

#### **Correspondence received for consideration**

- Nothing at this time

#### **Correspondence received for information**

- Nothing at this time

#### **New business**

- Policy Review

Motion # 20220428a

Motioned by: B.Bass

Seconded by: D. Wood

Carried

To review and adopt the Community Information Policy

Motion # 20220428b

Motioned by: B.Bass

Seconded by: B.Lessard

Carried

To review and adopt the Children in the library Policy

Motion # 20220428c

Motioned by: B.Bass

Seconded by: B.Lessard

Carried

To review and adopt the Library and Political Elections Policy

**Date and time of next meeting: May 26, 2022 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by: B.Bass

Second by: B.Lessard

Carried



To adjourn meeting at 10:20 am

Chair C.Lessard B. Leoen CEO

## **Addington Highlands Public Library Board**

Minutes of May 26,2022 meeting at Flinton Library

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

### **Attendees:**

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

Absent with regrets Reeve Hogg at Large, B.Lessard, B.Bass

Staff: Leoen/CEO

### **Approval of the Agenda May 26, 2022**

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To approve agenda of May 26,2022

### **Approval and Adoption of the minutes of April 28, 2022**

Motioned by D.Wood

Second by C.Lessard

Carried

To approve and adopt the minutes of April 28, 2022

### **Business arising from minutes**

- Hiring of new supply librarian at Denbigh Library

### **Matters for Consideration**

- Nothing at this time

### **Reports of Officers**

- Leoen mentioned the children's program in May was cancelled in Denbigh -  
Leoen mentioned the supply staff at Denbigh is taking some personal time off -  
The children's program at Flinton library
- Leoen mentioned the staff completing the First aid/CPR course
- Denbigh library's book sale will be on July 23<sup>rd</sup> and Flinton will be on July 30<sup>th</sup> -  
Leoen mentioned that the phone has been out at Denbigh library and the internet has  
been out at Flinton library due to the storm.

Monthly Activity was reviewed  
Financials

- Everything balanced in April

Motioned by: H.Yanch

Seconded by: D.Wood

Carried

To accept CEO report of May 26, 2022

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Nothing at this time

**New business**

- Connecting Libraries Initiatives contract with Community Network Partners Inc was discuss.
- 2021 Financial Statements

Motion # 20220526

Motion by: H.Yanch

Second by: K.Thompson

Carried

To accept draft copy of AH Library Financial Statements of 2021

**Date and time of next meeting: May 26, 2022 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by: K.Thompson

Second by: D.Wood

Carried

To adjourn meeting at 10:20 am

Chair C.Lessard B. Leoen CEO

**Addington Highlands Public Library Board**  
Minutes of June 23,2022 meeting at Denbigh Library

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

**Attendees:**

H.Yanch  
K.Thompson  
B.Lessard  
C.Lessard  
K.Lipps  
B.Bass

Absent with regrets Reeve Hogg at Large, D.Wood

Staff: Leoen/CEO

**Approval of the Agenda June 23, 2022**

Motioned by: H.Yanch  
Seconded by: K.Thompson  
Carried  
To approve agenda of June 23,2022

**Approval and Adoption of the minutes of May 26, 2022**

Motioned by B.Lessard  
Second by K.Thompson  
Carried  
To approve and adopt the minutes of May 26, 2022

**Business arising from minutes**

- The signed contract with Community Network Partners Inc. has been sent back to them

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Addinton Highlands has been chosen for the International Dyslexia Association mini grant. We will receive a starter kit in September containing a checklist for parents, bookmarks, and stickers. We will be participating in Dyslexia Awareness Month in October.
- We have had 62 knitted hats delivered from the teen knitters program - The

Summer Reading program will be on Tuesday's 4-5pm in Flinton and Wednesday's 5-6pm in Denbigh

- Both Libraries will be having a book and yard sale and lemonade stand Denbigh is doing a candy sale and Flinton is having a bake sale
- Leoan mentioned the increase to the Jasi Automation system this year - Dion's will be doing the annual fire extinguisher check at the libraries - Leoan mention there still has been no tender submission for the ramp at Flinton Monthly Activity was reviewed

#### Financials

- Everything balanced in April

Motioned by: H.Yanch

Seconded by: B.Lessard

Carried

To accept CEO report of May 26, 2022

#### **Correspondence received for consideration**

- Nothing at this time

#### **Correspondence received for information**

- Nothing at this time

#### **New business**

- Computer and Internet usage policy and Publication Consent form review

Motion # 20220623

Motion by: B.Bass

Second by: K.Lipps

Carried

To accept the updated Computer and Internet usage policy

Motion# 20220623a

Motion by: K.Thompson

Second by: B.Lessard

Carried

To accept the updated Publication Consent form.

**Date and time of next meeting: August 25, 2022 at the Flinton Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by: B.Bass

Second by: K.Thompson

Carried

To adjourn meeting at 10:15 am

Chair C.Lessard B. Leoen CEO

**Addington Highlands Public Library Board**  
Minutes of August 25,2022 meeting at Flinton Library

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

**Attendees:**

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

Absent with regrets Reeve Hogg at Large, B.Lessard, H.Yanch

Staff: Leoen/CEO

**Approval of the Agenda August 25, 2022**

Motioned by: D.Wood

Seconded by: K.Lips

Carried

To approve agenda of August 25,2022

**Approval and Adoption of the minutes of June 23, 2022**

Motioned by B.Bass

Second by K.Thompson

Carried

To approve and adopt the minutes of June 23, 2022

**Business arising from minutes**

- OLS was contacted about the automation invoice increase. Fees are based on population and they are now using the 2021 census which brings us to the next level in the fee structure.

**Matters for Consideration**

- Nothing at this time

**Reports of Officers**

- Leoen mentioned that we have received the IDA mini grant funds
- Leoen mentioned the construction of Flinton Library's ramp
- Leoen mention that are OTF Resilient Communities Fund Grant was approved and we have until August 1, 2023 to complete it
- Leoen mentioned the Denbigh and Flinton Library book, bake and lemonade sale
- Leoen mentioned Flinton Library received a donation

- Leoen mention that the TD summer reading program finished for the summer

#### Monthly Activity

- Membership for both libraries have increased this year
- Park passes have been popular

#### Financials

- Everything balanced

Motioned by: K.Lips

Seconded by: B.Bass

Carried

To accept CEO report of August 25, 2022

#### **Correspondence received for consideration**

- Nothing at this time

#### **Correspondence received for information**

- Nothing at this time

#### **New business**

- The upcoming election and re- appointment to the AH Library board was reviewed **Date**

**and time of next meeting: September 22, 2022 at the Denbigh Library at 10:00AM.**

#### **Motion to Adjourn**

Motioned by: B.Bass

Second by: K.Thompson

Carried

To adjourn meeting at 10:17 am

Chair C.Lessard B. Leoan CEO



## **Addington Highlands Public Library Board**

Minutes of September 22, 2022 meeting at Denbigh Library

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

### **Attendees:**

D.Wood  
K.Thompson  
C.Lessard  
K.Lips  
B.Bass  
B.Lessard  
H.Yanch

Absent with regrets Reeve Hogg at Large

Staff: Leoen/CEO

### **Approval of the Agenda September 22, 2022**

Motioned by: K.Thompson

Seconded by: K.Lips

Carried

To approve agenda of September 22,2022

### **Approval and Adoption of the minutes of August 25, 2022**

Motioned by B.Bass

Second by D.Wood

Carried

To approve and adopt the minutes of August 25, 2022

### **Business arising from minutes**

- Nothing at this Time

### **Matters for Consideration**

- Nothing at this time

### **Reports of Officers**

- We have completed and submitted our PLOG application
- We have completed the TD Summer Reading program survey
- Leoen mentioned contacting Lemke about the hand dryer, ordering 4 Rogers mobile hubs and 6 computers
- Leoen mentioned about ordering next year's e-resources
- Leoen mentioned about receiving the new updated COVID guidelines from the

Ministry of Labour

- Leoen mentioned that Quinte Conservation will be replacing the parking passes at the library with new plastic scan cards
- Leoen mentioned that October is Dyslexia Awareness Month and staff will be wearing red ribbons in support, we will also doing a bulletin display and posting on Facebook.
- Leoen mentioned that the libraries were closed on September 19<sup>th</sup> in memory of the Queen's passing.

Monthly Activity

Financials

- Everything balanced

Motioned by: K.Thompson

Seconded by: D.Wood

Carried

To accept CEO report of September 22, 2022

**Correspondence received for consideration**

- Nothing at this time

**Correspondence received for information**

- Nothing at this time

**New business**

**Date and time of next meeting: October 27, 2022 at the Flinton Library at 10:00AM.**

**Motion to Adjourn**

Motioned by: B.Bass

Second by: B.Lessard

Carried

To adjourn meeting at 10:25 am

Chair C.Lessard B. Leoen CEO

## **Addington Highlands Public Library Board**

Minutes of October 27, 2022 meeting at Flinton Library

**Call to Order:** by K. Thompson at 10:00 am.

### **Attendees:**

D.Wood

K.Thompson

C.Lessard

B.Bass

B.Lessard

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

Staff: Leoen/CEO

### **Approval of the Agenda October 27, 2022**

Motioned by: D.Wood

Seconded by: B.Bass

Carried

To approve agenda of October 27,2022

### **Approval and Adoption of the minutes of September 22, 2022**

Motioned by B.Lessard

Second by D.Wood

Carried

To approve and adopt the minutes of September 22, 2022

### **Business arising from minutes**

- Nothing at this Time

### **Matters for Consideration**

- Nothing at this time

### **Reports of Officers**

- Leoen mentioned receiving the Hotspot devices from Roger's and working with them to get a more economical plan. Cases have been ordered and received for them. - Computers have been ordered and waiting on delivery.
- Leoen mentioned Flinton and Denbigh's children's program for October and next program will be in December.
- Leoen mentioned Marmora and Lake Public Library has been the first library to be connected with the upgraded broadband internet service through OLS Connecting Public Libraries Initiative.

- Leoen mentioned receiving a donation for Flinton Library
- Leoen mentioned google had the Library's hours wrong and sent a request to change with right hours.
- Leoen mentioned there was a glitch with the annual survey.
- Leoen mentioned 2023 annual Ontario Parks Day lending program was renewed.

## Monthly Activity

### Financials

- Everything balanced
- We received our third installment from the Township
- We received our first installment for the OTF grant
- We received our GST/HST rebate for Jan-June

Motioned by: B.Bass

Seconded by: D.Wood

Carried

To accept CEO report of October 27, 2022

### **Correspondence received for consideration**

- Northbrook parade was mentioned

### **Correspondence received for information**

- Flinton received survey of Church and will give to Cloyne Museum

## **New business**

### Mobile Hotspot Circulation Policy

Motion # 20221027

Motion by: B.Lessard

Second by: D.Wood

Carried

To accept and approve the Mobile Hotspot Circulation Policy

Motion # 20221027a

Motion by: D.Wood

Second by: B.Lessard

Carried

To receive the reviewed policies Meeting the Requirements of the AODA Regulations, Purchasing/Procurement of Goods and Services, Privacy, Access to Information and Electronic messages under CASL.

**Date and time of next meeting: November 24, 2022 at the Denbigh Library at 10:00AM.**

**Motion to Adjourn**

Motioned by: B.Bass

Second by: D.Wood

Carried

To adjourn meeting at 10:27 am

Board Chair C.Lessard B. Leoen CEO