



Haldimand County Public Library
1-117 Forest Street East
Dunnville ON N1A 1B9
(905) 318 5932

MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, December 07, 2017
Dunnville Library : Disher Room

| | | |
|-----------------|----------------------|--|
| Present: | Linda Van Ede, Chair | Pat MacDonald, Vice Chair |
| | Mary Kent | Lorraine Stevens |
| | Malcolm Millar | Jo Geary |
| | Paul Diette, CEO | Regrets: Craig Grice, Councilor |

1. Call to Order

Linda Van Ede called the meeting to order at 4:30 pm.

2. Adoption of Agenda

17-58 MOVED by Mary Kent, SECONDED by Pat MacDonald
THAT the Agenda be adopted as circulated.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

17-59 MOVED by Jo Geary, SECONDED by Malcolm Millar
THAT the Minutes of November 23, 2017 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, November, 2017

17-60 MOVED by Lorraine Stevens, SECONDED by Jo Geary

THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 Monthly Activity Report, November, 2017

The report was received as information.

5.3 Dunnville Branch Expansion and Renovation Project

The following deficiencies were addressed:

- Young Adult booth lighting fixed
- Second floor baseboard trim reattached

The following outstanding deficiencies were identified:

- Duomax has yet to provide a complete Operations and Materials manual
- architect has yet to provide professional facility photographs
- HVAC system training
- First floor fiction door weather stripping detached

Equipment is still on order to replace the Alder and Chestnut Street door lock cylinders with cylinders compatible with the County's keying system.

5.4 New Cayuga Branch Project

The Building Committee met with Their+Curran Architects on November 29th. A revised proposed plan with 3D design renderings was presented. Conversations were had regarding the project budget and costs-per-square-foot estimates. The architect was asked to delay further landscape and parking designs until overall project cost estimates were considered by senior management and Council.

The building contractor pre-qualification process was initiated in October, with the posting of a Request For Pre-Qualification. Twenty-nine contractors submitted applications in response to the RFPQ. Submissions will be reviewed and scored in December by an evaluation committee comprised of architect Bill Curran, Project Managers Phil Mete and Ashley Schaeffer, Sheila Wilson, and Paul Diette. Final construction tenders will be accepted only from building contractors which meet minimum pre-qualification scores.

5.5 Jarvis Branch Renovations

The Jarvis branch closed to the public on Friday, November 17th. Four staff members and a local history volunteer completed boxing the collection and office supplies that day. On Monday, November 20th, Roberta Chapman and Paul Diette met with Elgin contractor Matthew Pedros to

confirm placement of boxed materials during the construction period and to identify network equipment and electrical panel breakers that need to remain on throughout the project.

6. Standing Items

6.1 Strategic Plan

No new business.

6.2 Policies Review

Section 1.55 of the existing Circulation Policy (OP-09) states that “*children who are under the age of 14 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages and lost items*”. Section 1.6 of Circulation Policy (OP-09) states that “*in signing the registration form, the signer accepts responsibility for the choice, use and return of all materials borrowed, and for charges on items that are overdue, lost or damaged*”. Additionally, Section 5.C of Circulation Policy (OP-09) states that “*the parent/guardian of a child up to and including thirteen years of age is responsible for fines and charges for lost and damaged materials borrowed by the child.*” Finally, Section 2 of the Policy (Conditions of Membership and Card Use) states that “*borrowing privileges are suspended when fines exceed \$10.00 and will be reinstated when the account is paid down to \$10.00 or less*”.

While the policy makes it clear that a parent/guardian is responsible for fines and lost charges on a child’s card, it does not relate the status of a child’s account to that of the parent or guardian or to that of any other child’s card for which the same parent or guardian is responsible. The policy does not currently provide a method for preventing loans on an adult card if that adult has taken responsibility for a child’s card and fines or lost charges on that child’s card exceed the \$10.00 threshold.

Library management requested that the Board consider establishing, through policy changes, a method to prevent loans on adult cards if the adult in question is responsible for delinquent children’s accounts (accounts with over \$10.00 in fines/charges). The Board was also asked to consider preventing issuance of new child memberships to parents or guardians who have already taken responsibility for children’s accounts with fines/charges exceeding the \$10.00 threshold.

Jo Geary requested that the CEO prepare a summary of fines and charges owed by patrons and incurred over the last five years in order that the Board can ascertain the extent of overdue charges system-wide and use this information to decide if the circulation policy changes under consideration are warranted and beneficial. The CEO was also asked to summarize the Library’s current procedures for collecting overdue charges.

6.3 Reporting Requirements

No new business.

7. Date and Place of Next Meeting

The next meeting is scheduled for 5:00 pm, Thursday, January 11th at the Caledonia Library - Meeting Room.

8. Adjournment

17-61 MOVED by Malcolm Millar, SECONDED by Lorraine Stevens
THAT the meeting adjourn at 5:50 pm.
CARRIED.

Linda Van Ede, Chair

Date