



Haldimand County Public Library
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MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, February 2, 2017
Dunnville Satellite Office

Present: Linda Van Ede, Chair
Rob Gerrie
Malcolm Millar
Pat MacDonald, Vice Chair
Mary Kent
Debra Jackson, CEO

Regrets: Councillor Grice, Lorraine Stevens

1. Call to Order

Linda Van Ede called the meeting to order at 5:00 pm.

2. Adoption of Agenda

Rob Gerrie requested the addition of Agenda item 7.4: *Personal Time* and Debra Jackson requested the addition of Agenda item 7.5: *10-Year Capital Forecast*.

17-01 MOVED by Malcolm Millar, SECONDED by Pat MacDonald
THAT the Agenda be adopted as amended. CARRIED

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

17-02 MOVED by Pat MacDonald, SECONDED by Mary Kent
THAT the Minutes of November 24, 2016 be adopted as circulated.
CARRIED

5. Staff and Board Reports

5.1 Summary Cash Flow Statements, November and December, 2016

Debra Jackson noted that there will be changes required to the year-end figures, as Finance staff are still preparing journal entries for some wage cost centres and for some grants. In response to a question from Mary Kent, Debra confirmed that some capital projects are still open, but that some others – although underspent – are now complete and will be closed. Under certain circumstances, surplus capital project funds can be transferred to other capital projects, as was done to offset some of the additional costs associated with the Dunnville branch expansion project.

17-03 MOVED by Rob Gerrie, SECONDED by Mary Kent
 THAT the Summary Cash Flow statements be accepted as
 submitted. CARRIED

Debra Jackson noted that the year-end Branch Activity reports will be included with the next Board package.

5.2 Dunnville Branch Expansion and Renovation

Building Committee members have continued to meet, on a bi-weekly basis, with the architect, the Doumax representative and County staff.

Council has approved a request for an additional \$200,000 for the project budget. Part of this cost is being offset by grants, transfers from other projects, and an additional donation from the Friends.

The Building Committee has confirmed all final colours for the interior. The Committee is still waiting for a quote for an upgrade to the flooring. Staff have ordered the shelving for the addition.

The last day of opening before the temporary shut-down was January 29, 2017. Staff and volunteers were able to pack all books and other materials in less than one day.

5.3 New Cayuga Branch

Abatement of designated substances took place in early December, 2016. Subsequently, additional asbestos was found. This will be removed in early February and will cost an additional \$4,000.

Facilities staff will continue to follow up with the contractor who has been hired to de-commission the gas well.

Library staff have prepared a letter to the Ministry, requesting a prompt review of the Stage 2 Archaeological Report.

Facilities staff have prepared a preliminary design, which is intended primarily to show that everything can be accommodated within the approved square footage of 7,400 square feet.

The Building Committee will have a chance to review the RFP for architectural services, and will also be involved in the design phase.

At Rob Gerrie's request, Linda Van Ede has agreed to set up a meeting with Councillor Morison to discuss his willingness to dedicate Vibrancy funding towards the purchase of the adjacent lot for additional parking.

6. Business Arising

6.1 Trustee Council

Linda Van Ede will attend the next Trustee Council meeting to be held from 10:00 am to 1:00 pm, Saturday, April 29 at the Meadowvale Branch in Mississauga.

6.2 Accreditation

Haldimand County Public Library has passed the accreditation audit and will be receiving its certificate at an awards dinner at the Ontario Library Association Conference.

6.3 Report to Council: Anticipated Overage in Dunnville Library Project

This report went to Council in Committee on January 17, 2016 and was unanimously approved.

6.4 Draft Operating Budget, 2017

Debra explained to Board members that the document in their packages is a draft operating budget that has been prepared by staff and submitted to the Finance Division and the General Manager of Community Services for review. This document will be reviewed by the County Senior

Management Team. Any changes resulting from that review will be incorporated into a revised draft budget for the Board's approval.

6.5 Legal Pilot Clinic with Public Libraries

Staff have indicated to the director that Haldimand County Public Library is still interested in participating in this project.

7. New Business

7.1 Canada 150 Community Infrastructure Program Intake 2

Haldimand County has received a total of \$417,615 in Canada 150 grants to offset costs for six projects. One of the approved projects (with Canada 150 funding of \$83,250) is for renovations at the Jarvis branch, including renovation of the public washrooms, replacement of flooring and lighting, expansion of the local history room and the creation of a small meeting room for use by students, business people or councillors. Council has approved an increase to the library's capital forecast to provide the additional funding required for this \$250,000 project.

7.2 Board Meeting Locations for February, March and April, 2017

February 23	Caledonia
March 23	Dunnville Satellite Office
April 28	Dunnville Branch (assuming it has been re-opened)

7.3 Staff Resignation

Debra Jackson has received, with regret, a letter of resignation from Lisa Smeaton, who will be leaving her library job in May in order to pursue, full-time, her successful writing career.

7.4 Personal Time

Board members fully support Rob's request for flexibility in his attendance at Board and Committee meetings as he deals with some health issues.

7.5 10-Year Capital Forecast

Council discussed the 10-year capital forecast on Monday, January 23. While projects scheduled for future years can always be amended, removed or deferred, as it now stands, \$2.6 million has been allotted to construct a new Hagersville library in 2020 (this budget also includes

space for an OPP office, and the construction of an outdoor public washroom).

8. Standing Items

8.1 Strategic Plan

No new business

8.2 Policies Review

No new business

8.3 Reporting Requirements

Staff have submitted – to the Federal Economic Development Agency – the necessary report for reimbursement of funds, through the Canada 150 Fund, for costs incurred for the Dunnville Branch Expansion project.

9. Date and Place of next Meeting

The next regular meeting of the Board will take place at 4:00 pm, Thursday, February 23, 2017 at the Caledonia Branch.

10. Adjournment

17-04 MOVED by Rob Gerrie, SECONDED by Pat MacDonald
 THAT the meeting adjourn at 6:10 pm. CARRIED

Linda Van Ede, Chair

Date