



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, January 11, 2018
Caledonia Library : Meeting 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 5:00 pm.

2. Adoption of Agenda

18-01 MOVED by Mary Kent, SECONDED by Lorraine Stevens
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

18-02 MOVED by Mary Kent, SECONDED by Malcolm Millar
THAT the Minutes of December 07, 2017 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, December, 2017

18-03 MOVED by Jo Geary, SECONDED by Pat MacDonald
THAT the Summary Cash Flow statement be accepted.

CARRIED.

5.2 Monthly Activity Report, December, 2017

The report was received as information.

5.3 Dunnville Branch Expansion and Renovation Project

The following deficiencies were addressed:

- Exterior light cover replaced by subcontractor, BCR Electric
- First floor fiction door weather stripping re-attached
- Architect provided professional facility photographs
- First floor washroom and second floor staff room door locks fixed; accessible washroom door issue was the result of a faulty fuse

The following outstanding deficiencies were identified:

- Duomax has yet to provide a complete Operations and Materials manual
- HVAC system training
- Baseboard trim loose in sections on second floor

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

Five canopy windows on the first floor were replaced by Regional Glass & Mirror Inc. (Welland). The replacements, which included caulking, vents and polyshims, were ordered in response to significant window leaks identified in October.

5.4 New Cayuga Branch Project

Twenty-nine contractors submitted applications in response to the project RFPQ. Submissions were reviewed and scored on December 14th by an evaluation committee comprised of architect Bill Curran, Project Managers Phil Mete and Ashley Schaeffer, Sheila Wilson, and Paul Diette. Eight contractors were awarded pre-qualification status; final construction tenders will be accepted only from these eight contractors.

Hugh Hanly, General Manager of Community Services, attended the Board Meeting to discuss details included in Report CMS-GM-01-2018, to be presented to Council-in-Committee on January 16th, and to answer questions about the project and its status. The report will include a project cost analysis and a recommendation for an increase to the project budget in order to match cost projections prepared by Their&Curran.

1.5 Jarvis Branch Renovations

On December 5th and December 19th, Roberta Chapman and Paul Diette met with Elgin contractor Matthew Pedros, Vallee Architect Melissa Stickl Stewart and Project Manager Dean Stewart to discuss progress of the project. Interior signage selections were made with the architect's assistance, including tactile (Braille) sign types for doors throughout the building. The swing direction of the new study room door was also confirmed with Vallee. For safety reasons, an RHR (right-hand, or inward) swing was requested. During a site visit in late December, Roberta identified that the study room door did not have a window and the contractor was ordered to replace it with a windowed model.

After several reviews of the project schedule in late December, a one-week delay in the reopening of the branch (January 22nd instead of January 15th) was anticipated. Library staff committed to working with Elgin to gain access to the facility as soon as possible for re-shelving and opening preparations in order to mitigate the extended closure period.

6. Business Arising

6.1 Fines and Charges Reports

A summary of the Library's overdue and charges notice procedure was provided by the CEO. Patrons are notified of overdue materials up to three times. The first notice includes a reminder by telephone. If the patron cannot be reached by telephone, the notice is mailed. The second notice is always mailed. The third notice is also mailed and includes a charge for the unreturned material along with more persuasive language. The frequency of notices depends on the type of material that is overdue (14 day intervals for materials that circulate three weeks; 7 day intervals for materials that circulate one week; and 4 day intervals for materials that circulate four days). Library staff check shelves for the material in question before any notices are telephoned or mailed.

After some discussion, it was determined that no changes to the overdue and charges notice procedures would be made.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review

No new business

7.3 Reporting Requirements

The application for 2018 Canada Summer Job grants will be submitted in January.

8. New Business

8.1 2018 Operating Budget

A summary of the proposed 2018 operating budget was included as a Board package attachment. Several budget initiatives were put forward: the extension of the Branch Coordinator contract through 2018; the permanent, full-time status of the Community Outreach Coordinator position; and the assignment of nine part-time staff hours currently unallocated, following restructuring in 2017. Final salaries, wages and benefits budget figures will be determined in February, following reviews by the County's Finance and Human Resources Divisions. A summary of all other operating revenue and expense budgets was also included, indicating a \$5,110 budget decrease in 2018 over 2017 totals. This net change was largely attributable to lower hydro bills at the Dunnville and Caledonia branches as well as lower travel and professional development expenses at the administration level.

Agenda Item 9: Date and Place of Next Meeting (TBD)

The next meeting is scheduled for 5:00pm, Thursday, March 22nd at the Caledonia Library – Meeting Room.

Agenda Item 10: Adjournment

18-04 MOVED by Pat MacDonald, SECONDED by Lorraine Stevens
THAT the meeting adjourn at 6:15 pm.
CARRIED.

Linda Van Ede, Chair

Date