



**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, June 22, 2017  
Dunnville Library – 2<sup>nd</sup> Floor Program Room

<b>Present:</b>	Linda Van Ede, Chair	Pat MacDonald, Vice Chair
	Mary Kent	Lorraine Stevens
	Malcolm Millar	Craig Grice, Councillor
	Paul Diette, CEO	

### 1. Call to Order

Linda Van Ede called the meeting to order at 4:00 pm.

### 2. Adoption of Agenda

**17-24** MOVED by Lorraine Stevens, 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

**17-25** MOVED by Lorraine Stevens, SECONDED by Mary Kent  
THAT the Minutes of April 27, 2017 be adopted as circulated.  
CARRIED.

### 5. In Camera

**17-26** MOVED by Mary Kent, SECONDED by Pat MacDonald  
THAT the meeting to in camera at 4:17 pm.  
CARRIED.

**17-27** MOVED by Mary Kent, SECONDED by Pat MacDonald  
THAT the meeting come out of camera at 4:30 pm.

CARRIED.

## **6. Staff and Board Reports**

### ***6.1 Cash Flow Statements, April and May, 2017***

**17-28** MOVED by Pat MacDonald, SECONDED by Mary Kent  
THAT the Summary Cash Flow statements be accepted.  
CARRIED.

### ***6.2 Monthly Activity Reports, April and May, 2017***

These reports were received as information.

### ***6.3 Dunnville Branch Expansion and Renovation Project***

The Building Committee no longer meets for this project. The soft opening on May 09<sup>th</sup> and Grand Re-opening on May 20<sup>th</sup> were discussed and project deficiencies, including thermostat adjustments, signage, sidewalk improvements, and an outstanding shelving delivery were listed.

### ***6.4 New Cayuga Branch Project***

The Building Committee had its initial meeting with architect Their+Curran on June 2<sup>nd</sup> to review preliminary design approaches and processes.

### ***6.5 Jarvis Branch Renovations***

Final project drawings from Vallee Architect are forthcoming with construction to commence in September. Vallee has confirmed that AODA-compliant washrooms can be configured within the existing public washroom space and sub-contractor Seguin Engineering has reviewed electrical requirements associated with the project.

### ***6.6 Library Board Vacancy***

Linda Van Ede and Hugh Hanly have recommended an appointment to the Board contingent on Council approval at the June 20<sup>th</sup> CIC meeting.

### ***6.7 Jarvis Roof***

Flynn Canada completed a partial roof replacement at the Jarvis Branch in April. During the work, equipment damaged adjacent cemetery grass and invoice payments were withheld until corrections were made.

### ***6.8 Annual Institute on the Library as Place***

Paul Diette confirmed registration for this event; Linda Van Ede confirmed that she was unable to attend.

## **7. Business Arising**

### **7.1 Restructuring**

The Community Outreach Co-ordinator position has been modified from part-time to full-time status and additional hours were offered to the library's two part-time Library Assistant – Cataloguing positions. Workload assessments will continue throughout the summer and autumn.

### **7.2 Ontario Volunteer Service Awards**

The Awards ceremony was held on May 12th at the Vittoria & District Community Centre. All nominated library volunteers declined attendance.

## **8. New Business**

### **8.1 Library Assistant Vacancies**

Five vacancies were created in May, following staff retirements and changes related to restructuring. The shifts for some of the vacant positions were modified and all five vacancies were filled that month.

### **8.2 Canada Summer Jobs**

Service Canada confirmed grants for two summer library assistant positions, each consisting of 240 hours to be completed by August 26, 2017. Both positions, one at each of the Caledonia and Dunnville branches, were filled internally by qualified student pages.

### **8.3 Ontario Minimum Wage**

Information on the Provincial Government's announcement to increase the minimum wage to \$15.00 per hour by January 01, 2019 was presented. The County's Human Resources Division and Finance Division will monitor the changes and provide additional information on the impact to the Library's operating budget over the next few years.

### **8.4 St. Leonard's Caledonia Partnership**

The Library has agreed to make its program room at the Caledonia Branch available to St. Leonard's for several hours once a week, without charge, for a trial period of twelve weeks starting in July.

### **8.5 Caledonia Community Foundation Grant Application**

The Library's application to the Caledonia Community Foundation for a \$4,700 grant to rejuvenate the branch's Youth Room was declined.

## 9. Standing Items

### 9.1 *Strategic Plan*

No new business was presented.

### 9.2 *Policies Review*

**17-29** MOVED by Pat MacDonald, SECONDED by Lorraine Stevens  
THAT Policy HR-4, Section 3, Item 18 be modified to match Haldimand County policy as follows:  
Sick leave credit will be adjusted by one day for full-time employees who are absent from work without pay between 0 to 5 days inclusive, and sick leave credit will be adjusted by 0.5 day for full-time employees who are absent from work without pay between 6 to 15 days inclusive.  
CARRIED.

### 9.3 *Reporting Requirements*

The County's Finance Division has submitted background documentation for a second claim for CIP 150 grant funding for the Dunnville Branch Expansion and Renovation Project.

## 10. Date and Place of Next Meeting

The next meeting is scheduled for Thursday, July 27<sup>th</sup>, 4:30pm at the Caledonia Library meeting room.

## 11. Adjournment

**17-30** MOVED by Malcolm Millar, SECONDED by Mary Kent  
THAT the meeting adjourn at 5:30pm.  
CARRIED.

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Linda Van Ede, Chair

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Date