



**Haldimand County Public Library**  
**111 Broad Street East**  
**Box 187**  
**Dunnville ON N1A 2X5**  
**(905) 318-5932**

## **MINUTES**

of a meeting of the Haldimand County Public Library Board  
Thursday, March 23, 2017  
Dunnville Satellite Office

*Present:* Linda Van Ede, Chair  
Mary Kent  
Debra Jackson, CEO  
Pat MacDonald, Vice Chair  
Lorraine Stevens  
Paul Diette, Deputy CEO  
(4:30-5:30 pm)

*Regrets:* Malcom Millar  
*Absent:* Councillor Grice

### 1. Call to Order

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

### 2. Adoption of Agenda

Lorraine Stevens requested the addition of Agenda item 8.5: Trustee Council;  
Debra Jackson requested the addition of Agenda item 8.6: Annual Institute on  
the Library as Place.

**17-09** MOVED by Pat MacDonald, SECONDED by Lorraine Stevens  
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

**17-10** MOVED by Pat MacDonald, SECONDED by Mary Kent  
THAT the Minutes of February 23, 2017 be adopted as circulated.  
CARRIED

5. In Camera

- 17-11** MOVED by Lorraine Stevens, SECONDED by Pat MacDonald  
THAT the meeting go in camera at 4:05 pm. CARRIED
- 17-12** MOVED by Pat MacDonald, SECONDED by Mary Kent  
THAT the meeting come out of camera at 4:30 pm. CARRIED
- 17-13** MOVED by Pat MacDonald, SECONDED by Mary Kent  
THAT the recommendation from the Transition Committee re: the  
appointment of a new CEO be approved, pending telephone  
confirmation from the two absent Board members. CARRIED

6. Staff and Board Reports

*5.1 Summary Cash Flow Statement, February, 2017*

- 17-14** MOVED by Mary Kent, SECONDED by Lorraine Stevens  
THAT the Summary Cash Flow statement be accepted.  
CARRIED

*6.2 Monthly Activity Report, February, 2017*

This report was received as information.

*6.3 Dunnville Branch Expansion and Renovation Project*

The Building Committee continues to meet bi-weekly. The Library will re-open on May 9, 2017, with a Grand Re-Opening ceremony scheduled for May 20, 2017. The Board will have the opportunity to tour the branch before the re-opening. Hard hats and steel-toed boots are required.

*6.4 New Cayuga Branch Project*

The tender for the demolition of the Cayuga Hotel was issued on March 15, with a closing date of April 4. The draft RFP for architectural services should be ready for the Building Committee's review next week.

A draft copy of the *Project Definition Document* was included in the Board packages. Debra will confirm that there are three (not two) Board members on the Building Committee, and will add Linda Van Ede's name to the Project Charter Approval chart.

At Lorraine's request, Debra will ask about the budgets currently allocated for furnishing and landscaping.

Pat MacDonald has requested that there be some form of memorial planned for Rob Gerrie.

#### *6.5 Jarvis Branch Renovations*

Paul Diette reported that the CAP committee prefers a design in which the physical "hub" for municipal services is integrated into regular library space, rather than being incorporated into a separate room.

### 7. Business Arising

#### *6.1 Draft Operating Budget 2017*

The Library's draft operating budget was presented to Council on March 7, 2017, with no questions or requests for changes. The budget will not be ratified until April 4, 2017.

### 8. New Business

#### *8.1 Libro Prosperity Fund*

Debra Jackson has submitted a grant application for a temporary, part-time online instructor. Applicants will not be notified until Fall, 2017.

#### *8.2 Staff Resignation*

Debra Jackson, CEO, has submitted her resignation, effective April 30, 2017.

#### *8.3 Library Board Vacancy*

The vacancy will be advertised in the March 30 and April 6 newspapers. According to policy, the Board Chair and the GM of Community Services will interview the applicants, and make a recommendation to Council.

#### *8.4 Jarvis Library Roof*

On March 8, 2017 several areas of the Jarvis Library roof were wind-damaged. Facilities staff arranged to have the roof patched to make it watertight. Information has been sent to the insurance company.

#### *8.5 Trustee Council*

Linda Van Ede confirmed that she will attend the Trustee Council Meeting on April 29, 2017.

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

This year, the conference will be held in Barrie on July 10 and July 11, 2017. While the sessions have not yet been announced, the theme is "The Mindful Library in the 21<sup>st</sup> Century -- *Libraries flourish when they reflect the communities served and the multiple perspectives of their constituencies. Successful library places and spaces are designed to foster resiliency, inclusivity, accessibility, sustainability, flexibility and to anticipate future needs in creative, inspiring ways.*

### 9. Standing Items

#### *9.1 Strategic Plan*

No new business.

#### *9.2 Policies Review*

Staff recommended an addition to Section 6 of the Personnel Policy: Code of Conduct. The addition formalizes the practice of not hiring an employee into more than one position concurrently.

**17-15**            MOVED by Lorraine Stevens, SECONDED by Pat MacDonald  
                      THAT the policy be amended as presented. CARRIED

#### *8.3 Reporting Requirements*

No new business.

9. Date and Place of next Meeting

In light of the CEO's retirement, the Board will hold a special meeting at 4:00 pm, Thursday, April 13, 2017, at a location to be determined.

10. Adjournment

**17-16**        MOVED by Pat MacDonald, SECONDED by Mary Kent  
                 THAT the meeting adjourn at 5:40 pm. CARRIED

\_\_\_\_\_  
Linda Van Ede, Chair

\_\_\_\_\_  
Date