



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, October 19, 2017
Caledonia Library Meeting Room

Present:	Linda Van Ede, Chair	Pat MacDonald, Vice Chair
	Mary Kent	Lorraine Stevens
	Malcolm Millar	Jo Geary
	Paul Diette, CEO	

1. Call to Order

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

2. Adoption of Agenda

17-45 MOVED by Pat MacDonald, SECONDED by Mary Kent
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

17-46 MOVED by Mary Kent, SECONDED by Lorraine Stevens
THAT the Minutes of September 21, 2017 be adopted as circulated.
CARRIED.

5. In Camera

17-47 MOVED by Pat MacDonald, SECONDED by Jo Geary
THAT the meeting go in camera at 5:15 pm.
CARRIED.

17-48 MOVED by Lorraine Stevens, SECONDED by Mary Kent
THAT the meeting come out of camera at 5:25 pm.
CARRIED.

6. Staff and Board Reports

6.1 Cash Flow Statement, September, 2017

17-49 MOVED by Lorraine Stevens, SECONDED by Malcolm Millar
THAT the Summary Cash Flow statement be accepted.
CARRIED.

6.2 Monthly Activity Report, September, 2017

The report was received as information.

6.3 Dunnville Branch Expansion and Renovation Project

The following deficiency was addressed:

- all existing lighting issues have been corrected (circulation area, staff work area and Lalor Room). Identified causes of lighting issues included pinched wires leading to shorted circuits and compressed LED light bars installed too tightly between corner brackets and back mounting surfaces.

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
- change order credit for not installing original exterior lighting equipment

Peninsula Glass Inc. has installed a replacement door and frame at the Alder Street entrance. Replacement of the Chestnut Street doors was postponed to late October. Arrangements were made with Facilities Division staff to replace the doors' new lock cylinders with equipment compatible with the County's keying system.

6.4 New Cayuga Branch Project

The Building Committee met with Their+Curran Architects on September 7th and September 21st. A revised proposed plan and several 3D design studies were presented. The interior floor plan was finalized after further discussions on ceiling heights, acoustics, interior museum walls, storage room access and the location of electrical outlets. The focus of discussion then turned to exterior features. Numerous aspects of the building's façade were considered, including rooflines; exterior finishes; the size, shape, treatment and location of windows; and garden elements. A cantilever slightly elevating the library's seating area over the garden was proposed by the architects to create a more dramatic look and discussions on accessible parking

locations also took place. The project schedule was addressed, with Their+Curran suggesting a two-to-four week period be allocated for Site Plan Approval submission, several weeks be assigned to finalize detailed drawings, and that the tendering process be undertaken early in January, 2018. A contractor pre-qualification process was deemed preferable. Construction would then commence in early spring.

6.5 Jarvis Branch Renovations

Report CMS-LI-02-2017 *Jarvis Library Hub Renovation Tender Result Update* was considered by Council in Committee on October 3rd, 2017. A project budget increase of \$64,400 in order to award the contract to Elgin Contracting & Restoration and cover engineering and project management costs and permit fees was approved. The approval was then ratified at the October 10th Council Meeting. Meetings will now be scheduled with Elgin Contracting & Restoration to proceed with the project.

7. Business Arising

7.1 Caledonia Second Entrance Project

Following discussions on the installation of a concrete pad and metal picnic table at the southwest corner of the Caledonia branch lawn, library staff proposed modifications to the existing reading garden patio to create a second entrance. The new entrance would include a ramp and sidewalk to connect it to existing, rear parking spaces and would also include a new vestibule and automated door features. New metal fence trim around the patio, sidewalk railing, and fencing to conceal the adjacent gas meter would be added along with metal benches, a second exterior/overnight materials return unit, and a canopy over the patio.

A project cost estimate was obtained from Schilthuis Construction and the project has been added to the 2018-2027 Capital Budget, pending approval, for 2019 and in the amount of \$457,000. The existing carpet replacement project and fireplace furniture replacement project, originally scheduled in 2017 and 2021 respectively, have been rescheduled for 2019 to coincide with the entrance project.

7.2 Ontario Genealogical Society (OGS) Collection

The OGS has tentatively scheduled the transfer of its Haldimand collection from the Cayuga Museum to the Dunnville Library on October 26th. Third party insurance documentation for the collection is forthcoming. Dunnville District Heritage Association volunteers have prepared the second floor history room to accommodate the collection.

8. New Business

8.1 10-Year Capital Budget (2018-2027)

The Library Management Team has begun preparing the 2018-2027 library capital budget and has proposed the following additions and changes:

PROJECT	CHANGE / ADDITION
Caledonia Carpet Replacement	Revised from \$39,000 to \$59,000 to reflect current costs Moved from 2017 to 2019 to coincide with Entrance project
Caledonia Fireplace Furniture Replacement	Moved from 2017 to 2019 to coincide with Entrance project
Caledonia Second Entrance	\$457,000 added to 2019
Dunnville HVAC Units Replacement (2020)	Revised from \$60,000 to \$80,000 to reflect current costs
Dunnville Disher Room Carpet Replacement	Added \$4,300 to 2027
Selkirk Facility-wide Painting	Revised from \$2,500 to \$6,000 to reflect current costs Moved from 2020 to 2019 to coincide with Hub project
Selkirk Circulation Counter Replacement	Moved from 2017 to 2019 to coincide with Hub project
Selkirk Carpet Replacement	Revised from \$12,500 to \$19,500 to reflect current costs Moved from 2022 to 2019 to coincide with Hub project
Cayuga Exterior Book Return Replacement	Added \$9,000 to 2018; unlikely to be included in new building project

8.2 Programming: Social Insurance Number and Canada Pension Plan Clinics

Outreach Coordinator Lindsay Stephens has partnered with *Service Canada* to present public workshops in November on Social Insurance Number applications and procedures and general information about Old Age Security and the Canada Pension Plan. Sessions will also include discussions on other *Service Canada* resources.

8.3 Library Board Christmas Dinner

The Library Board Christmas Dinner to be held Debb's Cuisine on Queen (Dunnville), is scheduled for Thursday, November 23rd at 6:00pm. Paul Diette confirmed that the reservation has been made for 10 to 15 individuals.

8.4 Library Board Trustee Meeting

Lorraine Stevens stated that no member of the Haldimand County Public Library Board is able to attend this year's meeting in Beamsville on November 4th, but that every effort will be made to attend the 2018 meeting (date and place to be determined).

9. Standing Items

9.1 Strategic Plan

No new business.

9.2 Policies Review

No new business.

9.3 Reporting Requirements

No new business.

10. Date and Place of Next Meeting

The next meeting is scheduled for Thursday, November 23rd, 4:30pm at the Dunnville Library Disher Room.

11. Adjournment

17-50 MOVED by Malcolm Millar, SECONDED by Jo Geary
THAT the meeting adjourn at 6:10 pm.
CARRIED.

Linda Van Ede, Chair

Date