



**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 24, 2019  
Dunnville Library : Garfield Disher Room

<b>Present:</b>	Linda Van Ede, Chair	Malcolm Millar
	Mary Kent	Pat MacDonald, Vice Chair
	Jo Geary	
	Paul Diette, CEO	

### 1. Call to Order

Linda Van Ede called the meeting to order at 5:34 pm.

### 2. Adoption of Agenda

**19-01** **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

**19-02** **MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar  
**THAT** the Minutes of October 25, 2018 be adopted as circulated.  
**CARRIED.**

## 5. Staff and Board Reports

### *5.1 Cash Flow Statements, November and December, 2018*

**19-03** **MOVED** by Linda Van Ede, **SECONDED** by Mary Kent  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

### *5.2 Monthly Activity Reports, November and December, 2018*

The reports were received as information.

### *5.3 New Cayuga Branch Project*

The Haldimand County Library & Heritage Centre Building Committee met on-site with contractors Reid & Deleye on November 14<sup>th</sup>, November 28<sup>th</sup>, and December 12<sup>th</sup> to review construction matters. The regular bi-weekly meeting which would have occurred on December 26<sup>th</sup> was cancelled due to the Christmas holidays. Items discussed included:

- millwork shop drawings;
- sandblast finish on exposed concrete foundations on west half of building;
- relocation of electrical floor boxes and installation of new boxes which will not impact hall concrete; outlets will provide power to public computer stations;
- revisions to drywall configuration in sections where it meets the roof deck – one roof truss is adjacent to the gabled wall and drywall is not necessary all the way to the truss – drywall to end at underside of bottom cord on gables, with studs painted above truss attachment;
- ORC recommendation to remove skylight flashing kits and instead build roof curbs on 4/12 pitch to better mitigate water accumulation; ORC also discussed roof membrane height at R1 and R2 and air barrier deletion;
- Installation of roof Z-girts;
- Electrical rough-ins to begin mid-December; Thier+Curran insisted any exposed conduits are neatly concealed;
- door finishes;
- return air ducting;
- ditch inlet catch basin;
- soffit at Talbot Street entrance;
- development of metal siding shop drawings;
- water service configuration and road cut deletion related to service tie-in;
- new drain and swale to replace found culvert at south entrance;
- north canopy configuration;
- removal of pine trees on west side of property upon arborist recommendation;
- light fixture revisions: PC20 seeks acquisition of fixtures selected by the committee and represent a change from “generic” fixtures referenced in tender;
- scheduling of sidewalk work.

#### **5.4 Jarvis Branch Renovations**

Deficiencies outstanding:

- study room door replacement remains on order; the new door will have a small, rectangular window;
- three floor-standing paper towel dispensers were ordered by the contractor in error and remain onsite;
- accessible washroom requires change table installation;
- accessible door push buttons in the entrance foyer are incorrectly labeled. An arrow on the bottom push button is pointing to the wrong door.

No progress was made on outstanding items in November and December.

## **6 Business Arising**

### **6.1 2019 Operating Budget**

The Library's proposed 2019 Operating Budget, including four new initiatives as outlined in the November Board package, will be reviewed by Finance staff and Haldimand County CAO, Don Boyle on Thursday, January 17<sup>th</sup>. Salary and wage calculations for both the base budget and initiatives have been provided in advance of this meeting by Human Resources staff.

### **6.2 Trustee Council Meeting Updates**

The Lincoln area Library Trustee Council Meeting was held on Saturday, November 10<sup>th</sup> at the Idea Exchange in Cambridge and attended by Board members Linda Van Ede and Jo Geary. Linda and Jo provided an update on the event, highlighting several service and programming initiatives adopted by other area library systems. Trivia fundraisers and non-traditional loan materials such as soccer equipment were among such initiatives. Additionally, trustee term limits and online trustee training opportunities were discussed.

### **6.3 Snow Removal: Dunnville Branch**

The winter 2018/2019 removal contract for the Dunnville zone was again awarded to Griffin Landscaping. In light of last season's issues experienced with the contractor, managers from Facilities and Roads met with Griffin owners at the Dunnville Library to carefully review contract requirements, parking lot and sidewalk configurations, and communications protocols. The contractor's work throughout the upcoming season is to be carefully monitored and any breaches of contract are to be documented and forwarded promptly to Roads Division staff so that remedial measures may be pursued.

#### **6.4 Library Board Appointment Process**

Sixteen applications to the Library Board were received by the November 30<sup>th</sup> deadline. Corporate & Social Services Manager Evelyn Eichenbaum along with Mayor Ken Hewitt and Ward 4 Councillor Tony Dalimonte will review all applications according to municipal protocol on Friday, January 18<sup>th</sup> and will recommend appointments at that time. The recommendation will be taken to Council-in-Committee for approval on February 5<sup>th</sup>, 2019.

### **7. Standing Items**

#### **7.1 Strategic Plan**

No new business.

#### **7.2 Policies Review**

No new business.

#### **7.3 Reporting Requirements**

No new business.

### **8. New Business**

#### **8.1 Retirement of Jill Shea, Branch Coordinator**

Part-time Branch Coordinator Jill Shea retired on December 28, 2018, at the conclusion of her temporary employment contract with the Library. A farewell celebration was hosted at the Dunnville Branch on December 3<sup>rd</sup> and attended by staff from the Selkirk, Cayuga and Dunnville branches. A luncheon to honour Jill was also held by staff of the Dunnville Multipurpose Building (Dunnville satellite office), where Jill's office was located, on December 12<sup>th</sup>. Jill's professionalism and dedication to the library will be missed. Some of Jill's responsibilities, including scheduling and bank deposits, will be performed by the CEO and designated staff until the 2019 operating budget is reviewed by Council. During this interim period, the CEO will act as supervisor to Dunnville, Selkirk and Cayuga branch staff.

#### **8.2 Paramount: New County Finance Software**

In early December, the County implemented a new financial management software program known as *Paramount*. *Paramount* replaces *VailTech* and is the venue through which all invoices are now processed. Instead of manually stamping, coding and signing print invoices, staff are now responsible for scanning invoices and entering account code and tax rate data directly in the *Paramount* software. Divisional managers then review and approve all invoices digitally,

within Paramount, before transactions transfer to Finance Division staff for final processing. The CEO, Branch Coordinator Roberta Chapman and Outreach Coordinator Lindsay Thomas received County training on Paramount invoice payment procedures.

Additional software will be launched in early 2019 to manage financial reports and budget data; the CEO will attend County training sessions on these programs.

#### **Year-to-date account balances**

Transactions processed in Paramount in December will be reconciled with, or “added to”, those recorded in VailTech from January to November, 2018. Finance staff have advised that adjusting entries will be made in VailTech in early 2019 to arrive at final 2018 year-end account balances using data from Paramount.

#### **“Non-Invoiced” Transactions**

Various financial transactions which do not involve vendor invoices, such as revenue deposits, petty cash reimbursements, and corporate VISA account reconciliations will be phased into the new software suite in early 2019.

The **Summary Cash Flow Statement – November & December 2018** prepared for the Board tallied all November transactions from VailTech with December Paramount transactions manually added to each account balance. Totals will be verified following adjusting entries by Finance staff. Numerous December transactions, such as revenue deposits and VISA purchases were not reflected in the November and December cash flow statements, nor were invoices received in January, 2019 but related to 2018 expenditures.

### **8.3 Corporate Event Library Presentation**

Following the CEO and Outreach Coordinator’s presentation to Haldimand County Corporate Services Department staff in May, County CAO Don Boyle invited Paul and Lindsay to also present to all County staff at the November 29<sup>th</sup> Corporate event. The presentation was delivered twice, one to a morning audience and one to an afternoon audience, and, in celebration of the upcoming new year, focussed on **“19 Things You Might Not Know About Your Library”**. Topics included membership statistics, circulation trends, digital resources, the importance of libraries as “places”, outreach initiatives, programs, contributions to the local economy, our role in combatting poverty shaming and narrowing the digital divide, and access to government information. A PDF version of the presentation’s slideshow was emailed along with the Board package.

## **9: Date and Place of Next Meeting (TBD)**

The next meeting is scheduled for 5:30pm, Thursday, January 24<sup>th</sup> at the Dunnville Library, Garfield Disher meeting room.

**10: Adjournment**

**19-04 MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar  
THAT the meeting adjourn at 6:42 pm.  
**CARRIED.**

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Linda Van Ede, Chair

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Date