



**Haldimand County Public Library**  
**19 Talbot Street West**  
**Cayuga ON N0A 1E0**  
**(905) 318 5932**

## MINUTES

of a meeting of the Haldimand County Public Library Board  
March 24, 2023  
Dunnville Library, Garfield Disher Room, 10:00 am.

<b>Present:</b>	Linda Van Ede, Chair	Pat MacDonald
	Jo Geary	Grace Main
	Mary Kent	Paul Diette, CEO
	Shelley Ann Bentley, Mayor	

### 1. Call to Order

Linda Van Ede called the meeting to order at 10:01 am.

### 2. Adoption of Agenda

**23-06** **MOVED** by Jo Geary, **SECONDED** by Mary Kent  
**THAT** the Agenda be adopted as circulated with the addition of item **8.5 Dunnville Branch Handicapped Parking Space Signage**  
**CARRIED.**

### 3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

### 4. Approval of previous Minutes

**23-07** **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent  
**THAT** the Minutes of January 26, 2023 be adopted as circulated.  
**CARRIED.**

## 5. Staff and Board Reports

### 5.1 *Cash Flow Statement, January and February, 2023.*

**23-08** **MOVED** by Jo Geary, **SECONDED** by Mary Kent  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

### 5.2 *Monthly Activity Reports, January and February, 2023*

The reports were received as information.

### 5.3 *New Hagersville Branch*

#### Fundraising Committee

The Hagersville Library + Active Living Centre Fundraising Committee met on January 13<sup>th</sup>. A list of potential third-party grant issuing organizations was presented along with a list of potential high-profile donors throughout the Hagersville community. Committee members reviewed the list and confirmed which members would be contacting names from the lists. Parameters surrounding naming rights and donor walls were also considered and a sample donation solicitation letter prepared by Katrina Schmitz was presented for review.

Updates on the statuses of the Hagersville Chamber of Commerce and Hagersville Lions interim accommodations between the sale of the former Hagersville Community Centre and the construction of the new Active Living Centre were also provided. Haldimand County has provided temporary space at the former Hagersville Satellite Office for group meetings and limited storage.

#### Consulting Services Tender

In mid-December, the submission period for tenders for *Consulting Services for the New Hagersville Library and Active Living Centre* ended. Eight submissions were received and one was disqualified due to procedural omissions. The seven remaining bids were circulated to a team of six municipal managers, including the Library CEO, for evaluation. Guidelines for evaluation were provided by the County's Purchasing division and evaluation forms included criteria such as bidder experience on similar or related projects; experience and roles of key consultant staff; the bidder's internal systems and procedures for communication, scheduling and service delivery; presentation of a proposed project work plan and the quality and level of details in that plan; LEED experience; and the provision of examples of bidder projects demonstrating innovative approaches to energy efficient structures.

The tender review committee met on February 6 with Purchasing staff to discuss each member's evaluations and ensure fair, accurate and relatively consistent scorings. Tender packages from bidders who met minimum total scores were then opened and, using a formula

adhering to procurement policies, bid figures and scores were calculated to select the successful applicant.

The design contract was awarded to the firm of Curran, Gacesa, Slote Architects Inc. (CGS). Formerly called Thier & Curran Architects (TCA), this firm was also responsible for the design consulting services on the Cayuga Library + Heritage Centre project and the Haldimand County Administration Building (HCAB) project.

### **Hagersville Library + Active Living Centre Kickoff Meeting**

On February 27 a project “kick-off” meeting was held between Haldimand County staff and CGS architects Bill Curran and Kyle Slote. Present from the municipality were Jessica Ignaszak (Project Manager, Facilities Infrastructure), the Library CEO, Katrina Schmitz and Mike Evers (Managers, Community Development & Partnerships), Tyson Haedrich (General Manager, Engineering & Capital Services), Jeff Oakes (Manager, Facilities Capital & Asset Management) and Jeremy Misner (Manager, Facilities, Parks, Cemeteries & Forestry Services).

The purpose of the “kick-off” meeting was to reaffirm the municipality’s project goals and objectives, discuss the design process and timeframes, and confirm required preliminary documents. Overall project visions were highlighted but specific design elements and building features will be considered at later meetings and with stakeholders, such as Library Board members, present and involved.

Key points recorded in the Minutes of the “kick-off” meeting include the following:

- The building should take advantage of the park setting with amphitheatre views, incorporating landscape into design. References were made to the nearby quarry and willow trees and the Library CEO suggested incorporating masonry material similar to layered sedimentary rock into the design to reference historic quarry use;
- The Active Living Centre needs to be more than a gym; it needs to be a venue for various types of events;
- Library CEO discussed a flexible exhibit area which would include the Hager archive display along with quarry and agricultural history artefacts from the Museum Division;
- The County wishes to future-proof the building, with room to grow as the Hagersville population expands;
- CGS will modify the lobby/atrium space on the preliminary drawings to serve as a “civic living room”
- ALC roof may be designed with timber, warm materials and colours, wood accents and acoustic treatments;
- Community Development and Partnerships staff will arrange meetings with representatives from the Mississaugas of the Credit First Nation and Six Nations of the Grand to provide feedback on design and programming;
- Katrina Schmitz suggesting using colours with specific indigenous meanings;
- Two additional community consultation sessions will be held in April and May, after CGS has reissued the graphic program, confirming all space requirements;
- A site survey/topographical survey will be provided to CGS by the project manager;
- The Library CEO will provide CGS with collection shelving requirements [completed];

- Katrina Schmitz noted the demand for more storage and a second program/meeting/activity space for 12 to 20 occupants within the ALC;
- The Library CEO noted safety concerns such as drug use in public washrooms and that overall design should consider natural surveillance;
- The CEO emphasized that study rooms should have acoustic separation from the rest of the Library and be located closer to the entrance to encourage wider use and allow for better staff monitoring;
- The CEO suggested that because parents with young children are often the patrons who stay longest in the library, views of the amphitheatre from the children's area should be given priority;
- The site design should address the berm (hill) at the southeast corner of the property as well as future trail connections to Grant Kett Park;
- The County will confirm requirements for a new standalone concession building with storage, replacing the existing pavilion at the centre of the site. Exterior washrooms should be located in this building instead of the main building;
- CGS to allocate space in mechanical and electrical rooms for future solar panels and charging stations, noting roof loads for panels, and rough-in a location for a portable generator;
- Municipal AODA coordinator should review designs at preliminary stages.

The architect will provide an updated, two-dimensional concept plan once program refinements are provided. This revision is anticipated in late March as is the next meeting of this team.

## 6. Business Arising

### 6.1 *Collection Re-coding and Re-location*

The CEO reported in the January 2023 Board package that a simplified classification scheme had been developed by staff for the purpose of renumbering the Dunnville Branch's adult non-fiction history collection. This project was completed in late February. Board members Mary Kent and Pat MacDonald requested at the January 26<sup>th</sup> meeting that the CEO provide a summary and examples of the scheme used. Included in the March Board package were a reproduction of the 99-digit numbering system, with brief details of the subject matter assigned to each digit, as well as six examples of spine labels converted from the Dewey Decimal system to the simplified system.

## 7. Standing Items

### 7.1 *Strategic Plan*

**Make It Easy: Make Services and Collections More Readily Available**  
**Action 1.2.4 Alternative Delivery Formats**

In early March, the CEO will meet with representatives from the Dunnville District Heritage Association and Bill Warnick from the Port Maitland Historical Association to discuss the feasibility of digitizing Dunnville Chronicle archives and hosting that database online for easy public access. Mr. Warnick proposed the project to the CEO, stating that, although the DDHA maintains microfilm and paper copies of the Chronicle at the Library, access to the information is not as easy and convenient as it would be if files were available online.

Library staff must first determine ownership of The Dunnville Chronicle and its records, a local newspaper which was discontinued in late 2012. Subsequent to closure, the Chronicle's last verified owner, Southam News was purchased by Sun Media, which was then acquired by PostMedia in 2014 and may possibly be under different ownership following frequent publisher sales and acquisitions. Once the current owner is determined, legal permission to reproduce and publicly disseminate material will be sought and methods for digitizing and then hosting the database will be explored. Library staff and representatives from both Associations will also explore costs and funding opportunities, task responsibilities, and time requirements for completing the project.

## **Make It Diverse: Diverse Programmes**

### **Action 2.2.2 New Targeted Programmes**

#### **Resources for Newcomers**

On January 16<sup>th</sup>, the CEO met with Outreach Coordinator Katrina Krupicz to begin development of a library guide for new residents, specifically those whose first language is not English and who may not be of European background. A list of print resources for English language acquisition was prepared (e.g. *English for Cantonese Speakers*, *TOEFL Reading and Writing Workbook*), digital resources such as Gale Courses and Pressreader newspapers and magazines were assessed for non-English or language acquisition content, and links to relevant online community services, such as the Hamilton-Niagara-Haldimand-Brant Health Line, were compiled. Similar resources available from other library systems in Ontario and posted online were reviewed and searches were conducted for in-person English language classes available in the Haldimand County area. No such classes were discovered. In time, the CEO and Outreach Coordinator plan to finalize a more thorough Newcomer Guide which will be distributed at all branches and online.

#### **English as a Second Language Instruction**

In January, representatives from Mohawk College City School met virtually with library staff and Haldimand County Economic Development staff to finalize plans to bring City School to our communities in 2023 following a three-year, pandemic-related hiatus. The College is planning to run Early Childhood Education and Construction classes as well as a College Fundamentals Certificate course in 2023, with programming held in mobile (trailer) classrooms at the HCCC facility in Caledonia in late spring or early summer, and in the Dunnville branch meeting room in autumn. During this meeting, the CEO also emphasized the need for ESL learning opportunities in the Haldimand area and requested that the Library and Mohawk College work together to determine the feasibility of including ESL courses under the City School umbrella.

A follow-up virtual meeting on this topic was scheduled in early February between the CEO and Gwen Zeldenrust, Mohawk College Academic Manager, Community Partnerships and Learning. Gwen stated that the College could request funding for ESL classes through Immigration, Refugees and Citizenship Canada (IRCC)'s Language Instruction for Newcomers to Canada (LINC) Program. Gwen expediently submitted a LINC application and in very short order reported on March 10<sup>th</sup> that the College's fund request had been approved. Gwen will undertake the work involved in finalizing the IRCC agreement in March and April. The CEO and Outreach Coordinator are scheduled to have a meeting with Gwen and Sarah Harvie, Mohawk College Community Access, Engagement and Research Specialist, in early April to discuss schedules and plans to offer College-run ESL classes at the Caledonia Branch later this year.

## **7.2 Policies Review: HR-06 Performance and Discipline**

*Policy HR-06, Performance and Discipline, Section 1, Performance Reviews, Part 5* was presented for review in the January 26, 2023 Board package. At that meeting, members decided to defer review until the ad-hoc *CEO Performance Appraisal Committee* had an opportunity to review and recommend changes to *Policy HR-06* as a whole.

*Policy HR-06 Performance and Discipline* was reproduced in its entirety in the March Board package along with policy changes recommended by the Ad-hoc *CEO Performance Appraisal Committee*. Additional edits to various sections of the policy were agreed to during the meeting.

**23-09 MOVED** by Grace Main, **SECONDED** by Pat MacDonald  
**THAT** Policy HR-06 be amended as follows:

### Section 1: Performance Reviews

1. Performance appraisals and evaluations provide tools for employees to know whether or not they are meeting expectations, and to have an opportunity to improve. The process is intended to ensure objective and fair decision-making regarding compensation, promotion and guidance for any shortcomings.

The annual performance planning and review system is intended to:

- allow for open and ongoing communication between the employee and Supervisor;
- align employee performance objectives to library goals;
- establish a clear understanding and agreement on job responsibilities;
- allow for regular feedback on performance;
- determine what the employee needs to do, as well as the support needed, in order to succeed.

2. Employees may be evaluated at regular twelve-month intervals, as near as possible to the employee's anniversary date. Probationary employees should be evaluated at least once during the probationary period. An employee should be offered guidance on an ongoing basis if this is deemed necessary by the Supervisor.
3. To ensure that employee training needs are identified, competency standard testing in a number of areas (for example, Symphony search procedures, Googling grey literature, etc.) may be administered periodically and the results incorporated into the performance review.
4. A committee of the Board consisting of the Chair and a minimum of two other members shall evaluate the performance of the CEO. Haldimand County's CAO may conduct an independent performance review of the CEO. The CEO will conduct the performance evaluation of the Branch Coordinators and the Community Outreach Coordinator. The CEO will conduct performance reviews for technical services staff. Branch Coordinators are responsible for completing performance evaluations for their branch staff.
5. Performance evaluations shall be conducted privately. They shall follow a standard format, and comments shall be recorded on a standard form. If the employee has a conflict or concern with the review, this should be documented on the review form. The employee shall sign the form to indicate that the employee has been made aware of the comments. The employee's signature indicates only that the Supervisor discussed the review and the employee may not necessarily concur.

## Section 2: Problem Resolution and Discipline

The Library promotes fair and constructive treatment of unacceptable conduct or performance. A progressive discipline process is intended to improve performance and behaviour.

6. In all cases, an employee is made aware of a performance or behaviour problem promptly and will receive both oral and written expectations to ensure that the employee knows the standard expected. The degree of disciplinary action may vary depending on the nature of the violation. The employee will be provided with the necessary steps for improvement and a timeline for expected performance or behaviour to be achieved.

7. Disciplinary action must be documented and may include any or all of the following:
- oral reprimand that the employee's conduct or performance is unacceptable accompanied by statements outlining the necessary steps for improvement and time in which acceptable improvement is to be achieved;
  - written reprimand regarding the employee's unsatisfactory conduct or performance, including necessary steps for improvement and time in which acceptable improvement is to be achieved;
  - suspension without pay;
  - termination.

**Related Documents**

Code of Conduct for Staff  
CEO Self Evaluation  
CEO Board Evaluation

**CARRIED**

***7.3 Reporting Requirements: 2023 Capital and Operating Budgets***

The Library's 2023 Capital budget was reviewed and approved by Haldimand County Council at its February 2<sup>nd</sup> Special Council Meeting. No changes to the budget were recommended or made. The Library's 2023 Operating budget went before Council on March 2<sup>nd</sup> and it was also approved without modifications.

The CEO met with Branch Coordinator Cassie Charman in mid-February to discuss projects within the approved capital budget and develop plans and schedules to complete those projects. Public computer and staff task chairs have now been ordered for the Caledonia Branch; Facilities Division staff and Charles West Security Alarms Inc. have been contacted to begin arrangements for alarm panel replacements at five of the branches; and two quotes for exterior window and entrance trim painting at the Jarvis Branch were received by the end of February.



## 8. New Business

### 8.1 Board Appointments, Election of Board Officers and 2023 Meeting Schedule

At its January 17<sup>th</sup> Council-In-Committee (CIC) meeting, Haldimand County Council considered Report *CLE-01-2023 Citizen Appointments to Boards and Committees*. The following members were appointed to the Library Board for the 2023-2026 term:

- Linda Van Ede
- Pat MacDonald
- Mary Kent
- Jo Geary
- Grace Main
- Patrick Cook
- Mayor Shelley Ann Bentley (Council Representative)

After the CEO communicated with appointee Patrick Cook, it was determined Mr. Cook's personal schedule was unlikely to synchronize with this term's board meetings and his application was rescinded. The CEO notified Council's Board and Committee appointment team and received approval to contact other Library Board candidates whose applications the team had previously reviewed. Candidate Adrienne Johnston (Selkirk area) was subsequently contacted in mid-March by the CEO, who informed Mrs. Johnston of the frequency and likely timing of Board meetings. Adrienne verbally accepted the appointment and, on March 27, Haldimand County Council adopted the following resolution:

1. THAT Report CLE-04-2023 Public Library Board Appointment be received;
2. AND THAT Memorandum CLE-M03-2023 Addendum to Report CLE-04-2023 Public Library Board Appointment be received and remain confidential;
3. AND THAT Adrienne Johnston be appointed to the Haldimand County Public Library Board for the term ending November 14, 2026 or until their successor is appointed.

In accordance with the Public Libraries Act, s.14-15, the officers of the Board are the Chair, the Secretary, the Treasurer and the Chief Executive Officer (CEO). In addition, the Board designates a Vice-Chair as an officer. The term of office for both the Chair and the Vice-Chair are concurrent with the term of the appointing Council.

Haldimand County Public Library By-law 2, Composition of the Board, Section 2 states that the Chair and Vice-Chair are to be elected from among Board members at the **first meeting in a new term**. The Terms of Reference for both the Chair and the Vice-Chair were reproduced in the Board package and the CEO recommended that Board members elect a Chair and a Vice-Chair in accordance with Haldimand County Public Library by-laws.

Grace Main nominated Pat MacDonald for Chair and Linda Van Ede nominated Jo Geary for Vice-Chair.

**23-10 MOVED** by Mary Kent, **SECONDED** by Shelley Ann Bentley  
THAT Pat MacDonald be elected as Chair.  
**CARRIED.**

**23-11 MOVED** by Mary Kent, **SECONDED** by Grace Main  
THAT Jo Geary be elected as Vice-Chair.  
**CARRIED**

### **2023 Board Meeting Schedule**

In order to ensure all Board members can attend upcoming meetings, a 2023 meeting schedule which accommodates all individuals' time commitments was developed. As Adrienne Johnston's late appointment precluded her from attending this meeting, her work schedule and available times were conveyed by the CEO to other members for consideration.

The following schedule was agreed upon:

**April 20**, Thursday, 10 am – Caledonia Branch

**May 18**, Thursday, 10 am – Hagersville Branch (*Location to be Confirmed*)

**June 22**, Thursday, 10am – Jarvis Branch (*Location to be Confirmed*)

**September 21**, Thursday, 10am – Selkirk Branch (*Location to be Confirmed*)

**October 26**, Thursday, 10am – Cayuga Branch (*Location to be Confirmed*)

**December 14**, Thursday, 3pm – Dunnville Branch (*meeting followed by Board Christmas Dinner*)

### **8.2 Sharp Kiosk**

In late February, the Haldimand Norfolk Health Unit proposed the installation of sharp kiosks at various public locations throughout Haldimand County, including the former Hagersville Satellite Office, Cayuga Kinsmen Ball Park, Lions Park in Dunnville and/or the Dunnville library branch. The proposal was reviewed initially by Haldimand County Legal & Support Services staff and was then forwarded to the Library CEO and Jeremy Misner, Manager of Facilities & Parks.

After several follow-up communications, the CEO determined that the proposed kiosks are for the purpose of disposing of used drug and opioid needles, measure approximately three feet high by one-and-half feet wide and deep and are secured to concrete pads. Units would be emptied approximately twice a year by ECS Cares, a medical waste disposal company, as well as intermittently, as required, by Health Unit staff. The Health Unit assumes responsibility for costs associated with maintenance and replacement of the kiosk units, including repairs following vandalism and works in consultation with the Norfolk County legal department on any liability claims.

The Health Unit continuously monitors the reporting of improperly discarded needles in the community and consulted with community partners to select the proposed waste collection sites. Community partners include the AIDS Network, Addiction Mobile Outreach Team, and the Community Paramedics Homeless Outreach initiative. The Health Unit has an on-going contract with ECS Cares for the maintenance and emptying of all sharp kiosks in its Norfolk and Haldimand jurisdictions.

A sharp kiosk is currently installed at the Health Unit's Dunnville office (Forest Street) but it has been determined that moving the unit to another location will be more beneficial to community members. Notably, the proximity of the Dunnville office to an OPP station is viewed as a deterrent to kiosk usage as some potential users may fear legal repercussions.

Images of the proposed kiosk unit and two proposed locations on the exterior of the Dunnville library facility were included in the Board package. The CEO also presented a list of objections to the proposal:

- *Kiosks will detract from the attractiveness and welcoming spirit of library grounds;*
- *Kiosks may be off-putting to many patrons, particularly parents of young children, who may perceive the units as symbolic of dangerous and unsafe spaces;*
- *Availability of disposal units on library grounds may encourage drug use on library grounds;*
- *Units are susceptible to being used as trash receptacles and, regardless of how often the units are emptied by ECS Cares or Health Unit staff, patrons may request cleanup by library staff, putting staff in potentially dangerous situations should trash be mixed with used needles;*
- *The black, metal bench outside the Disher Room and adjacent to a proposed kiosk location, was funded by the Friends of the Dunnville Library. The kiosk proposal was presented to two Friends representatives, both of whom expressed safety and aesthetic concerns;*
- *Installation of a unit on the east wall of the building, adjacent to the parking lot, will likely compromise wheelchair access from the parking lot sidewalk;*
- *Unless using needles by the receptacles, users are unlikely to have the wherewithal, sense of civic responsibility, or energy to bring used needles to the desired location;*
- *A needle depository already exists one-and-a-half blocks from the library, in the alley between Dollarama and the former Canadian Tire building.*

While a motion on this matter was not required from the Board, the CEO sought Board member opinions and suggestions prior to finalizing a decision in order that other perspectives and considerations were taken into account. Board Members expressed similar concerns regarding a kiosk installation and generally agreed with the CEO's position. Following the meeting, the CEO informed Legal Services that the library would not be proceeding with the proposal.

### **8.3 Interlibrary Loan Software Migration**

The Ontario Library Service (OLS) is transitioning to a new interlibrary loan software as the existing platform, VDX, is reaching its end-of-life in 2024. In December, libraries participating in the provincial interloan system were invited to submit basic information about their interloan usage and access practices as well as provide input on features they would like to see in the new software. In late December, OLS incorporated this information into the project RFP.

To further inform the selection of new interloan software, OLS invited library staff directly involved in interloans, managers and CEOs to view and provide feedback on recorded vendor interviews in late January.

The CEO and cataloguer Jewel Macauley applied to participate in the tender review process and in early February viewed and provided feedback on two video submissions, one from OCLC (*Resource Sharing for Groups*) and one from Auto-Graphics (*SHAREit*). In late March, OLS staff selected *Resource Sharing for Groups* to replace VDX. The new software is expected to be launched in early 2024.

#### **8.4 3<sup>rd</sup> Annual Watch Local Week**

The Library will be partnering once again this year with Windecker Road Films, Riverside Communications & Marketing, Rainey Media and the Norfolk County Public Library to present *Watch Local Week* to area residents. Watch Local Week is a program whereby filmmakers from Haldimand and Norfolk Counties as well as Six Nations Reserve showcase their works to local viewers. In past years, access to selected films was made available online; however, due to low streaming figures and considerable effort and cost involved in hosting films, partners unanimously agreed to schedule in-person only screenings in 2023.

Watch Local Week 2023 will take place April 16<sup>th</sup> to 22<sup>nd</sup>. On April 16<sup>th</sup>, Rainey Media will host a live Facebook session during which potential festival contributors will have an opportunity to chat about the filmmaking process and exchange ideas.

On April 17<sup>th</sup>, a second live Facebook session will provide information to area youth about the event's "24-Hour Youth Film Challenge". This challenge encourages youth to try filmmaking for the first time, experiment with new techniques, and acquire valuable technology skills. Youth interested in the event can register at the Jarvis branch on April 20<sup>th</sup> and receive a contest guide. The following day, at 7:00pm, challenge participants drop off their film submissions and will be treated to a celebratory pizza party. Screenings of youth submissions will take place at the Norfolk County Public Library, Simcoe Branch, on April 22<sup>nd</sup>, 3:00pm.

Short films from the regular WLW program will be screened at the Cayuga branch on Wednesday, April 19<sup>th</sup> at 7:00pm. Feature films will be screened at the same location on Thursday, April 20<sup>th</sup> at 1:00pm. Both screenings will include a Q&A period during which audience members can ask the filmmaker about his or her work or video process and refreshments will be provided. Library staff member Melissa Kenney, who is also the owner and operator of Riverside Communications & Marketing, will be facilitating both screening events and has also orchestrated most of the event planning for the library.

#### **8.5 Dunnville Branch Handicapped Parking Space Signage**

Pat MacDonald suggested the installation of a handicapped parking sign on the Dunnville Branch's exterior wall, immediately above the designated parking lot space, citing snow coverage of the handicapped parking logo on the pavement throughout the winter and use of the space by other vehicles whose drivers were unaware of the space's designation. The CEO agreed to source proper signage and arrange for its installation.

Following additional conversations regarding library signage and noting the vaping incident in the Caledonia Branch Chat Room as recorded in the January Facilities Report, Grace Main suggested

that the CEO confirm the existence of “No Smoking / No Vaping” signage at all library branch entrances. The CEO agreed to follow-up on this issue.

**9: Date and Place of Next Meeting**

The next meeting is scheduled for Thursday, April 20, 10:00 am at the Caledonia Branch, Gertrude Haller Meeting Room.

**10: Adjournment**

**23-12** **MOVED** by Jo Geary, **SECONDED** by Mary Kent  
THAT the meeting adjourn at 12:41 pm.  
**CARRIED.**

\_\_\_\_\_  
Pat MacDonald, Chair

\_\_\_\_\_  
Date