



Haldimand County Public Library
1-117 Forest Street East
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MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, March 28, 2019
Dunnville Library : Garfield Disher Room

Present:	Linda Van Ede, Chair	Malcolm Millar
	Mary Kent	Pat MacDonald, Vice Chair
	Jo Geary	Catherine Rozman
	Paul Diette, CEO	Regrets: Rob Shirton

1. Call to Order

Linda Van Ede called the meeting to order at 5:31 pm.

2. Adoption of Agenda

19-05 **MOVED** by Mary Kent, **SECONDED** by Jo Geary
THAT the Agenda be adopted as circulated and with the addition of Agenda Item 8.3, *Board Contact Sheet*.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

19-06 **MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar
THAT the Minutes of January 24, 2019 be adopted, with correction to the date of the next meeting (March 28, 2019).
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statements, January and February 2019

19-07 **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent
THAT the Summary Cash Flow statements be accepted.

CARRIED.

5.2 Monthly Activity Reports, January and February 2019

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 January 9th, January 23rd and February 20th to review construction matters. Items discussed included:

- millwork shop drawings;
- program room revisions (digital displays);
- ditch inlet catch basin;
- Talbot Street entrance soffit;
- siding area brick lintels requiring cutbacks;
- relocation of two floor outlets for public computer workstations;
- roof valley skylight curbing
- rerouting of two air intake and exhaust piping;
- brick masonry rework;
- drywall attachments to trusses;
- security video allowance and cabling requirements;
- finalization of furniture and shelving orders in March.

On February 22nd, the Library CEO accompanied the project manager, architect and several other building committee members on a visit to Global Furniture Group in Toronto to select various furniture options, including public chairs, tables and desks. Preferred options will be further reviewed by the architect, with fabric and colour options to be finalized in March.

5.4 New Hagersville Branch

The ten-year capital budget includes \$3,473,500 for the construction of a new library branch in Hagersville in 2020. It also includes \$52,600 in 2019 to cover engineering, feasibility assessment, and tender preparation costs. As work will now begin preparing for this initiative, progress updates will now be added to this report as an ongoing item.

On February 19th, the CEO met with Hagersville councillor Tony Dalimonte to discuss the upcoming project, including its potential location and size. Councillor Dalimonte expressed a preference to have the structure built at the site of the existing Hagersville Satellite Office at the corner of Main Street and King Street (Highway 6 and Regional Road 20), thereby keeping the proposed property municipally-owned following the satellite office's closure in late 2019. Councillor Dalimonte also suggested that the library may collocate with the town's police detachment and that the new facility's public washrooms could be used by customers patronizing the adjacent farmer's market.

A building of approximately 6,000 square feet could be constructed at the proposed site. The existing Hagersville branch is 5,100 square feet. The CEO expressed to Councilor Dalimonte concerns over a shared structure requiring library space to be positioned on a second floor, including operational issues such as staffing and security.

A brief summary of the existing Hagersville branch, including the facility's current strengths and weaknesses, was shared by the CEO for consideration during the planning process and was included in the Board package.

6 Business Arising

6.1 *Jarvis Branch Renovations*

A year has now passed since re-opening the Jarvis Branch following extensive renovations. For this reason, any remaining building-related matters associated with the project will now be included, along with any other facility issues, as part of the monthly Facilities report rather than as an ongoing agenda item.

The replacement of the study room door with a windowed door, the installation of a change table in the accessible washroom, and the relabelling of the automatic door push buttons will be arranged outside of the construction contract and addressed with the assistance of FAPO staff this year.

6.2 *New County Finance Software*

The implementation of Paramount functions continued throughout January and February. Use of a second software application, Pearl, will begin this spring. Pearl will replace FMW and Crystal Reports for budgeting and financial report purposes. Until Pearl is implemented, only limited reports and summaries on transactions processed in Paramount are available. The CEO will receive training on Pearl later this season.

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 *Great Art for Great Lakes Grant Proposal*

The Ontario Trillium Foundation has provided funding to support five Great Art for Great Lakes public art projects in 2019 and an additional five in 2020. The funding is being channeled through Waterlution, a non-profit agency dedicated to raising awareness, through artistic venues, of the importance of water resources. A grant proposal was submitted by Haldimand County's Museum Division to Waterlution and the County was awarded funding for two local art projects, one in 2019 and one in 2020. As part of the grant, the municipality has committed to providing up to \$7,500 of in-kind support, including the provision of space for community workshops related to project planning, sites for hosting the final creations, and installation assistance.

Through public workshops and events, local artists and creators will work towards the co-creation of permanent, public artwork to be installed within Haldimand County. The art installation, in whatever form it may take, will focus on ideas that showcase the grandeur of the Great Lakes and how these bodies of water connect people, their history, and their diverse cultures.

Museum Division staff contacted the Library CEO in early 2019 to discuss library branches as potential project installation sites. Several options were proposed by the CEO as possibilities for exhibiting the final creations and a summary of locations was provided in the Board package. Exterior library space was not proposed due to security and maintenance concerns. It was agreed between the CEO and Heritage & Culture Supervisor, Anne Unyi, that space in the new Cayuga Library and Heritage Centre would not be considered for the 2019 project due to the construction schedule and a desire not to commit display space which may be preferred for museum exhibits. The site will be reconsidered as a potential art project host in 2020.

Interior municipal spaces for available for exhibiting Great Art for Great Lakes projects are limited; there is a high probability that a library branch will host the final piece. For that reason, the CEO insisted that a *Memorandum of Understanding* between Waterlution and the Corporation of Haldimand County, prepared by Waterlution and Museum staff, be modified to include the Haldimand County Public Library Board as a party to the agreement. The CEO also confirmed with Craig Manley, the General Manager of Haldimand County Community and Development Services, that any expenditures related to site preparation, signage and the installation, security, maintenance and insurance of the art will be covered by County accounts or transfers to the Library Division's budget, which currently does not account for this initiative. The CEO also asked that library staff participate in the proposal review and shortlisting phase to ensure that, if a library branch is selected as host, the final work will "fit". The *Memorandum of Understanding* was included in the Board package for information and review.

8.2 Election of Board Officers

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.

Section 3 of the By-law, Terms of Reference of the Officers, states that the CEO serves as Secretary of the Board. Section 4 of the By-law states that the Treasurer of Haldimand County shall serve as Treasurer to the Board.

It was recommended that Board members elect a Chair and a Vice-Chair in accordance with these by-laws.

19-08 **MOVED** by Catherine Rozman, **SECONDED** by Malcolm Millar
THAT Linda Van Ede be re-elected as Chair.
CARRIED.

19-09 **MOVED** by Mary Kent, **SECONDED** by Jo Geary
THAT Pat MacDonald be re-elected as Vice-Chair.
CARRIED

9: Date and Place of Next Meeting (TBD)

The next meeting is scheduled for 5:30pm, Thursday, April 25th at the Cayuga Library, 2nd floor program room.

10: Adjournment

19-10 **MOVED** by Jo Geary, **SECONDED** by Malcolm Millar
THAT the meeting adjourn at 6:21 pm.
CARRIED.

Linda Van Ede, Chair

Date