

THE ALNWICK/HALDIMAND PUBLIC LIBRARY
LINKING OUR COMMUNITY TO A WORLD OF KNOWLEDGE!

LIBRARY BOARD AGENDA

Monday, March 4, 2024 – 5:00 pm in the Council Chambers in Grafton

1. Meeting Details

In-person at in the Council Chambers in the Municipal Building at
10836 County Road 2, Grafton

2. Call to Order

MOTION: To accept the agenda as presented.

Moved:

Seconded

3. Items to be added to the agenda under new business

4. Reading of the land acknowledgement --

"We [] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mississauga Anishinabeg of the Ojibway People."

5. Disclosure of Pecuniary Interest & General Nature Thereof

- 6. "Minutes of the December 11 Regular Board Meeting**
"Minutes of the February 1 Special Session Budget Board Meeting
"Minutes of the February 8 Special Session Budget Board Meeting
Report on Action Items

- a. **ACTION ITEM:** CEO to share information/documents on tracking number of people entering library branches with staff to utilize beginning January 2024
- b. **ACTION ITEM:** CEO to create a formal plan, with assistance from Library Board (if needed) to present at a later Library Board meeting in March.
- c. **ACTION ITEM:** Library CEO to contact Roseneath resident, Janet Sullivan, to work on a survey/questionnaire to ask the community what services they are happy with and what new services we need to look at for the future.
- d. **ACTION ITEM:** Library Board Chair, B. Ferguson, to contact Acting CAO, Dave Dawson, to investigate the source of odour as it is a Township concern as they are owners of the building.

MOTION: Be it Resolved that the Alnwick/Haldimand Public Library Board approve the minutes of the:
December 11, 2023
February 1, 2024
February 8, 2024
Meetings

Moved
Seconded

7. **Financial Report CEO**
 - a. CEO reports
 - b. Budget follow up discussion

MOTION: Be It Resolved That the Alnwick/Haldimand Public Library Board accept the Financial Report as presented.

Moved
Seconded

8. **CEO Report**
9. **Report from Council – G. Booth**
10. **Parks & Rec Cultural Advisory Committee Report – M. Jones**
11. **Library Expansion/New Build (Standing Item) – M. Jones**
12. **Fundraising Committee (Standing Item) – E. Perry**
13. **Service Agreement (Standing Item) - B. Ferguson Meeting December 19**
14. **New Business:**
15. **“That the Alnwick/Haldimand Library Board recess to a Closed Session under Section 16.1 of the *Public Libraries Act* at _____ p.m., for the following reason(s):**
 - (b) personal matters about an identifiable individual; [STAFF AND/OR CURRENT OR PAST BOARD MEMBERS]
 - (d) labour relations or employee negotiations;

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

16. Motion to Rise and Report from Closed Session:
"Be it resolved that the Alnwick/Haldimand Library Board reconvene in the Open Session of the Board Meeting at _____ p.m.; and

Further that the confidential resolution(s) moved and seconded in the Closed Session regarding:

- Personal matters about identifiable individuals, including Board employees
- Labour Relations
- Litigation or potential litigation, affecting the Board
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Are hereby referred to this open session of the Board for adoption."

Motion: To adopt the motions from the closed session

Moved by:

Second by:

17. Meeting Dates

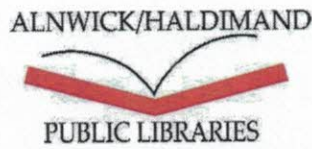
2024 Meeting Dates

March 4, April 8, May 13, June 10, September 9, October 21, November 11,
December 9

Virtual budget meetings as needed

18. Adjournment

- a. Motion by



Linking our community to a world of knowledge!

Alnwick/Haldimand Public Library Board

Minutes – December 11, 2023 – 5:00 pm in the Council Chambers in Grafton.

1. Meeting Details

Please arrive at least 5-minutes prior to the meeting start time to allow for time to get settled.

Present via Zoom: Sherry Gibson

Present in-person: Bill Ferguson, Elizabeth Perry, Greg Booth, Jane Davis, Ken Noronha, Valerie MacIntosh, Marg Benns

Regrets: Marsha Jones

Staff Present: Tricia Dunk (Acting CEO)

Public Present:

2. Call to Order 5:03 p.m.

MOTION: To accept the agenda as presented.

Moved: J. Davis

Seconded: M. Benns

CARRIED

3. Reading of the Land Acknowledgement

"We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mississauga Anishinabeg of the Ojibway People."

4. Disclosure of Pecuniary Interest & General Nature Thereof

Nothing to Disclose

5. Minutes of the October 16, 2023 Regular Board Meeting

Report on ACTION ITEMS:

- **CEO to ask if we can use the ACC firehall space for meetings and programming, etc, please include all costs to have the space as our own, heat, hydro, etc.**
 - The CAO has advised that this project was on hold for now.
 - Library Board Chair, Bill Ferguson, reported that Acting CAO, Dave Dawson, advised there will be a study done for efficiency purposes in regards to the usage of space.

- **G. Booth to ask if Township part-timers are enrolled in the health and dental benefits program. What is the Township policy?**
 - G. Booth spoke with municipality HR and reported that two parttime staff on municipality payroll receive benefits, and requirements of a 30-hour work week are necessary to qualify for benefit package, and once benefits are given to a staff member the said benefits cannot be taken off an employees record of employment.
 - All library staff are parttime, with the exception of Library CEO who receives benefits at 32 hours a week, and parttime staff would not qualify for benefits, with the possible exception of Manager of Branch Services with current hours averaging 28 hours a week.
 - This subject to be discussed in closed session of meeting.

 - **Statutory holidays what is the Township policy?**
 - G. Booth reported that municipality HR has advised that the decision of stat holidays and how to proceed with staff working is a Library Board decision. HR advised that closing on statutory holidays would not cost that much as wages for these holidays is based on a calculation of earnings prior to the holiday, and with parttime library staff the amount would be minimal.
 - Presently library staff have 9 statutory holidays and township staff have 11

 - **CEO to setup counter system to track number of people who physically come into the branches. This needs to be done. We want to track who comes into the library each time it is open. A simple check mark system should be set up. It includes any one who enters through the doors, even if they do not sign out a book.**
 - CEO set up two documents for each branch to physically count the number of people coming into the branches on each open day, counting evening hours separately, and presented the pros and cons of each document.
- ACTION ITEM:** CEO to share information/documents on tracking number of people entering library branches with staff to utilize beginning January 2024
- **CEO to ask Nicole if we can separate out fulltime, parttime and program hours under wages account.**
 - CEO reported that municipality treasurer advised to begin doing so in 2024. Reported that staff does presently code hours worked and this will help with the separation in the wages account.

 - **CEO to send possible dates of MOU committee meeting to the Chair as soon as possible.**
 - A meeting date was set for Tuesday, December 19 at 5 p.m. at the Centreton Community Hall.

- **Budget Preparation with Library CEO, Elaine Skinner, absence update.**

– Acting CEO, Tricia Dunk, reported that she has completed first draft of 2024 budget to present at a meeting with municipality Treasurer and met with Library Board member, Ken Noronha, who advised that the budget was well done, and he would attend the meeting with Acting CEO and municipal Treasurer.

– The 2024 draft budget will be presented to the library board in early January via ZOOM.

– Discussion followed in regards to staff safety and working alone during evening shifts during winter months, and hiring new staff to create evening programming at our branches. G. Booth suggested we need to first analyze how many patrons are utilizing our evening hours and see where our open hours would work best. This pilot over the winter months would require 102 staff hours, costing approximately \$2000. From the budget. It was decided that we should perform our hours study first to determine how many people are using our branches during evening hours, but staff safety needs are of priority.

MOTION: To provide two hours, per site, per week, from January to April 2024 in the evenings in the interest of safety, to be covered by our library budget. Such hours to be portioned at the discretion of the Library CEO, such hours to be offered to existing staff before posting externally.

Moved: K. Noronha

Seconded: J. Davis

CARRIED

- **Insurance Costs: re: increase of \$2400.**

– Library Board Chair, B. Ferguson, reported that this issue was clearly explained by the township Treasurer and that the cost increase in the initial amount budgeted in 2023 with a 30% decrease was an estimate and in the end the decrease did not apply to the library, and our records were not changed to reflect that we did not receive the 30% decrease.

MOTION: Be it Resolved That the Alnwick/Haldimand Public Library Board approve the minutes of the October 16, 2023 and November 13, 2023 Board meetings.

Moved: V. MacIntosh

Seconded: J. Davis

CARRIED

6. CEO REPORT

Attached to agenda

CEO presented program statistics and information on upcoming programs.

MOTION: Be It Resolved That the Alnwick/Haldimand Public Library Board accept the CEO Report as presented.

Moved: J. Davis

Seconded: M. Bennis

CARRIED

7. Financial Report

Attached to agenda

CEO presented the Monthly Expenses Output Report.

MOTION: Be It Resolved That the Alnwick/Haldimand Public Library Board accept the financial report as presented.

Moved: M. Bennis

Seconded: V. MacIntosh

CARRIED

8. Report from Council – G. Booth

- G. Booth reported on the Public Information Session on December 6, 2023 at the Centreton Community Centre regarding Recreational Facilities in Grafton and the online survey available to provide feedback on recreational ideas you would like to see within the community.

E. Perry added that she attended the meeting and reported it was a well attended positive meeting in which public were invited to speak, and she made it known that the presence of a library withing any new facility would be beneficial to the community.

9. Parks & Rec Cultural Advisory Committee Report

Nothing to report.

10. Library Expansion/New Build (Standing Item)

Nothing to report.

11. Fundraising Committee (Standing Item)

Committee members are: M. Jones (Vice Chair), E. Perry, V. MacIntosh, M. Benns, E. Skinner (CEO)-presently on leave.

Reported on fundraising efforts the Friends of Centreton library raising \$946. During the annual Christmas Craft Sale, and the Friends of the Grafton Library raising \$2310. with the Singing for Literacy concert on October 21st and the book sale at the Grafton Outdoor Christmas market; for a total of \$3300. raised in 2023.

The Fundraising committee reported they met after the Singing for Literacy concert to evaluate lessons learned and moving forward, and will be taking a break from fundraising over the winter, with no fundraising plans until Spring of 2024.

The Fundraising committee thanked other Library Board members for their help during fundraising events.

12. Service Agreement MOU (Standing Item)

Committee members are: S. Gibson, K. Noronha, M. Jones (Vice Chair). B. Ferguson (Chair), E. Skinner (CEO)-presently on leave.

- A meeting is planned for December 19th at the Centreton Community Hall.

13. New Business

i. Motion: To delay the passing of the harassment policies HR 07 and HR 08 until a settlement is reached in current litigation. This is a request from the CAO of A/H. This is necessary as we may have to revamp our policies at that point in time. The Board needs to review the items to better reflect our understanding of the procedures that should be followed.

- Delay passing until there can be clarification on Library Board steps.

MOTION:

Moved: E. Perry

Seconded: K. Noronha

CARRIED

- ii. Budget Concerns from Council
 - a. Working towards 3300 card holders
 - b. A Plan to increase programming
 - c. Needs a plan of action

Action item: CEO to create a formal plan, with assistance from Library Board (if needed) to present at a later Library Board meeting in March.

iii. Annual Meeting

- Nothing to report at this time.

iv. Questionnaire to go in next year's tax document from April 2023, update for next tax document. Old Business/ New Business.

- Questionnaire of what the township would like to see/wants; paper form and online survey.

ACTION ITEM: Library CEO to contact Roseneath resident, Janet Sullivan, to work on a survey/questionnaire to ask the community what services they are happy with and what new services we need to look at for the future.

v. Air Purification/Filtration during the winter months. Via Email from a patron concerned about air quality with viruses still hanging around and air freshness in Grafton.

- Acting CEO, T. Dunk, was given the task of researching air filtration systems and reported findings on her research, having looked at systems online which would be a fronted cost from library staff or a board member, to having contacted a local company, A & S Mechanic out of Roseneath that services the furnace in Centreton and would be able to invoice the library for any air filtration system purchased. S. Gibson stated she could send some information on hospital grade filtration systems used through her company. It was suggested by K. Noronha that the source of the issue should be explored, and that this was an issue for the township to investigate.

ACTION ITEM: Library Board Chair, B. Ferguson, to contact Acting CAO, Dave Dawson, to investigate source of odour as it is a township concern.

Motion to move to closed camera session.

CLOSED SESSION: the Board will enter a Closed Session under section 16.1(4) of the Public Libraries Act R.S.O. 1990, c. P.44 to discuss under section 16.1:

(a) Personal matters about an identifiable individual

MOTION: Be It Resolved That the Alnwick/Haldimand Public Library Board move "in-camera" at 6:50 pm.

Moved: B. Ferguson

Seconded: K. Noronha

CARRIED

Break for Acting CEO, Tricia Dunk, to leave meeting.

14. 2024 Meeting Dates

Second Monday of the month unless otherwise noted.

2024 Meeting Dates:

January 8th via ZOOM, February 12 via ZOOM, March 4, April 8, May 13, June 10, July 8, September 9, October 21 (third Monday because of Thanksgiving), November 11, December 9.

Next Meeting: January 8, 2023 at 5 p.m. via Zoom budget discussion.

15. Motion to Adjourn – Moved by J. Davis at 8:05pm.



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Alnwick/Haldimand Public Library Board

Minutes – February 1, 2024 – 7:00 pm- Special Budget Virtual Meeting

1. Meeting Details

Please arrive at least 5-minutes prior to the meeting start time to allow for time to get settled.

Present via Zoom: Valerie MacIntosh, Elizabeth Perry, Greg Booth, Marg Benns, Jane Davis, Marsha Jones, Ken Noronha, Sherry Gibson

Regrets: Bill Ferguson

Staff Present: Tricia Dunk (Acting CEO)

Public Present:

2. Call to Order 7:04 p.m.

MOTION: To accept the agenda as presented.

Moved: J. Davis

Seconded: E.Perry

CARRIED

3. Items to be added to the agenda under new business

None

4. Reading of the Land Acknowledgement

"We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mississauga Anishinabeg of the Ojibway People."

5. Disclosure of Pecuniary Interest & General Nature Thereof

Nothing to Disclose.

6. Financial Report CEO

Presentation of the 2024 draft budget by Library Board member, Ken Noronha and Acting CEO, Tricia Dunk

MOTION: Be It Resolved That the Alnwick/Haldimand Public Library Board accept the draft Budget as presented.

Moved: S.Gibson

Seconded:K.Noronha

7. "That the Alnwick/Haldimand Library Board recess to a Closed Session under Section 16.1 of the *Public Libraries Act* at 7:50 p.m., for the following reason(s):

- (b) personal matters about an identifiable individual; [STAFF AND/OR CURRENT OR PAST BOARD MEMBERS]
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

8. Motion to Rise and Report from Closed Session:

"Be it resolved that the Alnwick/Haldimand Library Board reconvene in the Open Session of the Board Meeting at [redacted] p.m.; and Further that the confidential resolution(s) moved and seconded in the Closed Session regarding:

- Personal matters about identifiable individuals, including Board employees
- Labour Relations
- Litigation or potential litigation, affecting the Board
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; ***Are hereby referred to this open session of the Board for adoption."***

Motion: To adopt the motions from the closed session

Moved by: M.Benns

Second by: S.Gibson

9. Meeting Dates

2024 Meeting Dates

March 4, April 8, May 13, June 10, September 9, October 21, November 11, December 9

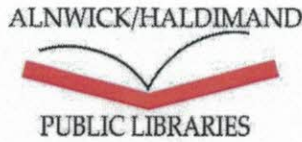
10. Adjournment

- a. Motion by [redacted]

Alnwick/Haldimand Public Library "pending budget approval"
 Monthly Expenses Output Report
 2024

Account Numbers	Description	2024 Budget												Total Spend	% Used	Unused Budget				
		January	February	March	April	May	June	July	August	September	October	November	December							
30-0160-1640-00010	Wages	163,769.60															\$12,302.13	7.5%	\$151,467.47	
30-0160-1640-60025	CPP	9,222.97																\$611.81	6.9%	\$8,591.16
30-0160-1640-60030	EI	3,249.87																\$278.06	8.6%	\$2,971.81
30-0160-1640-60035	OHERS	9,302.08																\$566.17	6.0%	\$8,765.91
30-0160-1640-60040	EHT	3,022.66																\$241.81	8.0%	\$2,780.85
30-0160-1640-60050	Benefits	7,975.69																\$689.64	8.6%	\$7,285.95
30-0160-1640-60055	WSIB	4,789.75																\$383.20	8.0%	\$4,406.55
30-0160-1640-70003	Advertising	200.00																\$0.00	0.0%	\$200.00
30-0160-1640-70013	Conf/Mileage Train/Meals	2,000.00																\$0.00	0.0%	\$2,000.00
30-0160-1640-70015	Telephone/ Fax/Cell services	2,900.00																\$180.90	6.2%	\$2,719.10
30-0160-1640-70017	IT/Internet	11,494.00																\$99.72	0.9%	\$11,394.28
30-0160-1640-70023	Insurance	8,900.00																\$1,069.76	12.0%	\$7,830.24
30-0160-1640-70028	Consultant Fees	35,000.00																\$0.00	0.0%	\$35,000.00
30-0160-1640-70035	Postage	400.00																\$0.00	0.0%	\$400.00
30-0160-1640-70042	COVID Supplies	400.00																\$0.00	0.0%	\$400.00
30-0160-1640-70043	Materials Processing	3,500.00																\$0.00	0.0%	\$3,500.00
30-0160-1640-70045	Stationary /supplies	3,500.00																\$0.00	0.0%	\$3,500.00
30-0160-1640-70047	Subscriptions /Memberships	1,725.00																\$0.00	0.0%	\$1,725.00
30-0160-1640-70051	Online subscriptions	7,500.00																\$0.00	0.0%	\$7,500.00
30-0160-1640-70055	Township Expenses	36,925.00																\$0.00	0.0%	\$36,925.00
30-0160-1640-70057	Programming Supplies	3,000.00																\$0.00	0.0%	\$3,000.00
30-0160-1640-70058	Videos /DVDs	2,000.00																\$0.00	0.0%	\$2,000.00
30-0160-1640-70099	Misc Expenses	100.00																\$0.00	0.0%	\$100.00
30-0160-1640-70099	To Reserves																	\$0.00	#DIV/0!	\$0.00
35-0160-1640-70070	Computer Equipment	3,500.00																\$0.00	0.0%	\$3,500.00
35-0160-1640-70010	Books	23,900.00																\$0.00	0.0%	\$23,900.00
Total		\$ 346,276.51	\$ 16,653.20															\$ 16,653.20	4.7%	\$ 331,823.31

Monthly Spending:



Acting CEO Report January and February 2024

Circulation Statistics

See attached report.

January and February Program attendance:

Story Time (Grafton)	62	In partnership with Northumberland EarlyOn
Story Time (Roseneath)	107	In partnership with Northumberland EarlyOn
Book Clubs	39	Cen 14, Gra 14, Ros 11
Zumba Gold Tuesdays	67	Zumba Gold for seniors at Centreton every Tuesday. Did not resume in 2024 until January 23
Zumba Gold Thursday	47	Zumba Gold for seniors at Centreton every Thursday. Did not resume in 2024 until January 23
PiaB – Groundhog predictions (Jan) and Valentine card making (Feb) Themes	56	Take and Make craft kits for kids
Galentines vs Malentines (Blind Date in a Bag)	30	We gave out mystery date bags to our male and female patrons. The bags contained a used book; a used DVD; a bookmark; chocolate and two tea bags.
Seniors Social	4	No group in January

2024 Budget Presentation

After a lot of preparation and assistance from Ken on the 2024 budget, Bill, Ken and myself (with Marsha attending for support) presented our 2024 library budget to council. It seemed to go well and I haven't heard any news on if it was officially passed to date. I would like to thank the Library Board for your support during Elaine's leave. This has been a very stressful time and I appreciate your assistance and support.

Canada Summer Jobs

CSJ applications for 2024 opened up at the end of December. During the Christmas Holidays, I submitted the application for 2024 which was due on January 10th. I have applied for funding for 8 weeks. We should hear sometime in April if our application was successful.

Annual Survey of Public Libraries (ASPL)

I have received the information and timing for submitting the annual survey to the Ministry of Tourism, Culture, and Sport and our report must be submitted by April 30, 2024 to receive the

Public Library Operating Grant (PLOG). I am starting to gather the information now to complete the report; which will be a focus for me over March.

Upcoming Programs/Plans for 2024

Staff are busy working to schedule a variety of programs, both in-person and take-home for both adults and children. Over the year, we are planning to continue to offer our monthly themed program in a bag for children to take-home. Kids get excited each month to take our kits home.

Seniors Social Club is still popular! With a late start in January, they were excited to start meeting back up on January

We have some great plans for March: starting with a Tea and Social on International Women's Day on Friday, March 8.

March Break Activities:

See attached flyer.

March Break runs from March 11 -15 and we have activities planned at the branches all week. Please see the attached flyer for the list of activities. We have some fun stuff planned over March break with a Pokémon Scavenger Hunt at all three branches where completed hunts can be entered into a draw to win a prize; we have a volunteer from Grafton who offered to teach children the basics of crochet at our Grafton Branch.

With aligning to the goal of the Library Board Annual plan, and increasing our number of card holders over 2024, all programming attendees will require an Alnwick/Halldimand Library card to participate. In hopes to increase circulation at the branches I have created a template of a shared Google Docs where staff can input new material coming into our branches that will be accessible to patrons to encourage them to come in and borrow the material.

As we head into March, I will be busy focusing on the Public Library Operating Grant; a staff meeting at the end of March; and staff planning some great programs for April as we head into Spring.

Respectfully submitted

Tricia Dunk

MARCH BREAK

Alnwick Haldimand Public Library



Monday, March 11th

Storytime and EarlyON — 10:30 am @ Grafton Branch



Tuesday, March 12th

Kids crochet 101 — 11 am @ Grafton Branch Registration required

Zen Scribbles — 3 pm @ Roseneath Branch



Wednesday, March 13th

Bad-ish Art — 1 pm @ Centreton Branch



Thursday, March 14th

Storytime and EarlyON — 2:30 pm @ Roseneath Branch

Family Zumba with Alejandra — 6 pm @ Centreton Branch



Friday, March 15th

Drop-in Board Games & LEGO — 11 am @ Grafton Branch



Centreton Branch
2363 County Road 23,
Grafton ON, K0K 1S0
cenlib@ahwp.ca

Grafton Branch
718 Station Street,
Grafton ON, K0K 1S0
graflib@nexicom.net

Roseneath Branch
9059 County Road 45,
Roseneath ON, K0K 2X0
roslib@xplornet.ca

