

GRAND VALLEY PUBLIC LIBRARY BOARD

MINUTES

Tuesday December 20, 2016

PRESENT: Chair: Carol Hall  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
CEO Shann Leighton

REGRETS: Amaranth rep: Heather Foster  
East Garafraxa rep. Fran Pinkney

1. Call to order. 7:25 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by G. Stubbington that the agenda be approved.
3. No declarations of any conflicts of interest at this time.
4. Minutes of the November 9, 2016 meeting.  
**MOTION #2:** Moved by G. Stubbington, seconded by J. van Alstine, that the minutes of the November 9, 2016 meeting be approved.
5. Business arising. Will deal with in subsequent agenda items.
6. Correspondence.  
SOLS Signal.  
Letter from Amaranth Township.  
**MOTION #3:** Moved by P. Rentsch, seconded by T. Clarkson, that the correspondence be received.
7. Financial Reports.
  - 7.1 Operating.  
**MOTION #4:** Moved by G. Stubbington, seconded by T. Clarkson, that the operating expenses for the month of November be paid. (\$18,546.35)
  - 7.2 Capital.  
**MOTION #5:** Moved by G. Stubbington, seconded by J. van Alstine that the capital expenses for the month of November be paid.

Jack the Bookman (books)	\$151.64
Davison Bus Lines	\$333.35
Library Bound (books)	\$1,001.16
Total	\$1,486.15
8. Committee Reports.
  - 8.1 Finance. 2017 Draft Budget.  
**MOTION #6:** Moved by J. van Alstine, seconded by T. Clarkson, that the 2017 Grand Valley Public Library Board budget be approved with the knowledge that the Town of Grand Valley is undertaking a pay equity review and wages may change.
  - 8.2 Personnel, Administration and By-laws <sup>1</sup>

Policy Updated by County of Dufferin. Prevention of Violence in the Workplace

**MOTION #7:** Moved by J. van Alstine, seconded by T. Clarkson, that the Grand Valley Public Library Board receive the amended policy under Health & Safety : Prevention of Violence in the Workplace.

Job Descriptions Updated.

**MOTION #8:** Moved by T. Clarkson, seconded by J. van Alstine, that the following job descriptions be approved as amended.

CEO

Library Assistant I

Library Assistant II

8.3 Advocacy

Silent Auction Proceeds. \$1,923

Book Sale \$531

Change wording of the Silent Auction letter the Library gives to businesses for donations to include the option of donating money instead of an item.

Kubbii squares for display. The Library would like to purchase some Kubbii's for the planned displays in the Library for Canada 150.

Also need to purchase Weighted lap pads for the children's programs. Helps children stay calm and focused.

**MOTION #9:** Moved by T. Clarkson, seconded by J. van Alstine, that the Grand Valley Public Library Board approve the purchase of the Kubbii's and the weighted lap pads. Money to come from the Orica donation.

8.4 Information Technology/Communications - no report.

9. Chair Report.

Merry Christmas and Happy New Year!

10. CEO Report.

Energy Efficiencies Recommendations.

Cultural Strategy Funding

SOLS Training - Consultation - Summary Report.

11. New Business.

Wifi : Council would like the Library Board to turn the wifi off at night.

CEO will look into this.

If the Library requires assistance from the town employees for minor repairs, i.e. lights, etc., they are to contact Henry only.

12. Next meeting.

Wednesday January 11, 2016. 7:15 p.m. McGinnis Room.

This is the Annual General Meeting. The CEO Chairs the meeting until a chair has been selected.

13. Motion to adjourn. 8:30 p.m. G. Stubbington.

GRAND VALLEY PUBLIC LIBRARY BOARD

MINUTES

Wednesday November 2, 2016

PRESENT: Chair: Carol Hall  
Vice-Chair & East Garafraxa rep: Fran Pinkney  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
Amaranth rep: Heather Foster  
CEO Shann Leighton

1. Call to order. 7:15 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by G. Stubbington, that the agenda be approved.
3. No declaration of any conflict of interest at this time.
4. Minutes of the October 12, 2016 meeting.  
**MOTION #2:** Moved by F. Pinkney, seconded by T. Clarkson, that the minutes of the October 12, 2016 meeting be approved.
5. Business arising.  
5.1 Needs assessment/Building program.  
CEO will be meeting with Mark Hicks, architect, on November 22nd to discuss build estimates for a standalone facility and concept layouts for approximately eight to twelve thousand sq. ft. leased space.
6. Correspondence.  
SOLS Signal. November.  
**MOTION #3:** Moved by T. Clarkson, seconded by G. Stubbington, that the correspondence be received.
7. Financial Report.  
7.1 Operating.  
**MOTION #4:** Moved by F. Pinkney, seconded by J. van Alstine, that the operating expenses for October be paid. (\$24,521.76)  
  
7.2 Capital  
**MOTION#5:** Moved by G. Stubbington, seconded by T. Clarkson, that the following October capital expenses be paid.

Theatre	\$754.28
Collection	\$517.15
Homework Help	\$80.00
Total	\$1,351.43

8. Committee Reports.
  - 8.1 Finance.  
2017 Draft Budget.  
Reviewed Draft 2 of the 2017 budget.  
CEO to provide updated salaries for libraries in communities of similar size.  
Change the line in the budget from Interior Maintenance to Operating Reserve  
Bring budget back to next meeting reconfigured to 3.5%.  
Energy Audit has been done by Orangeville Hydro. Report to follow.
  - 8.2 Personnel, Administration and by-laws.  
Cost to hire someone for the hiring process. Approximately \$2,000. They would do a job description, advertise, and short list the applicants. Cost will vary depending on how often they have to come to Grand Valley.
  - 8.3 Advocacy.  
Silent Auction : October 11 to the 19th.  
Book Sale set up. Saturday November 12 @ 1:00 p.m.  
Santa Claus Parade. November 26. Will not be having a float this year.
  - 8.4 Information, Technology/Communications. No report.
9. Chair Report.  
Trustee Council Meeting. Saturday November 5, 2016. Dundalk Public Library.
10. CEO Report.
11. New business.  
Suggestion that we look into Computer Programming classes for children.
12. Next meeting. Wednesday December 14, 2016. 7:15 p.m. McGinnis Room.
13. Motion to adjourn. 8:50 p.m. F. Pinkney.

GRAND VALLEY PUBLIC LIBRARY BOARD  
MINUTES  
Wednesday October 12, 2016

PRESENT: Chair: Carol Hall  
Vice-Chair & East Garafraxa rep: Fran Pinkney  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
CEO Shann Leighton

REGRETS: Amaranth rep: Heather Foster  
Board member: Tracy Clarkson

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by F. Pinkney, that the agenda be approved.
3. No declaration of any conflicts of interest at this time.
4. Minutes of the September 14, 2016 meeting.  
**MOTION #2:** Moved by F. Pinkney, seconded by J. van Alstine, that the minutes of the September 14, 2016 meeting be approved.
5. Business arising. Will deal with in subsequent agenda items.
6. Needs assessment/Building Program. Guest. David Reimer.  
Discussed the Needs assessment report by CEO, Shann Leighton and the recommendations therein. David Reimer spoke to the possibility of a developer building a seniors apartment facility with commercial space on the main floor that could be a location for a new Library/Doctors offices/Pharmacy. Location would be on the 2nd Line west in Grand Valley.  
This project if it moves forward is six months away from any commitment and three years' away from availability date.  
Carol Hall, Chair, thanked David for his information.  
The Board cannot make any decisions on the future of the Library until they find out the following:  
Cost to lease per square foot.  
Cost to build per square foot.  
Cost and feasibility to expand where we are.  
Combining with a community centre is a favourable option.  
CEO to contact Realtor for current commercial leasing rates.  
CEO to contact Mark Hicks for information on costs per square foot to build and possible sketch to add on to current library. How much land would be required to build an 8,000 square foot building with adequate parking.  
**MOTION #3:** Moved by J. van Alstine, seconded by P. Rentsch that the Grand Valley Public Library Board receive the Library Needs Assessment Building Program as information.

7. Correspondence.  
SOLS Signal.  
**MOTION #4:** Moved by P. Rentsch, seconded by G. Stubbington, that the correspondence be received.
8. Financial Reports.
- 8.1 Operating.  
**MOTION #5:** Moved by G. Stubbington, seconded by P. Rentsch, that the expenses for the month of September be paid. (\$24,054.98)
- 8.2 Capital.  
**MOTION #6:** Moved by F. Pinkney, seconded by G. Stubbington, that the following capital expenses for September be paid.
- |                       |          |
|-----------------------|----------|
| Visa - Collection     | \$398.09 |
| Jack the Book - books | \$258.18 |
| Homework Help         | 50.00    |
| Total                 | \$706.27 |
- 8.3 3rd Quarter Financial Report.  
**MOTION #7:** Moved by F. Pinkney, seconded by J. van Alstine, that the 3rd Quarter Financial report be received.
9. Committee Reports.
- 9.1 Finance.  
2017 Draft Budget.  
Received Draft Budget and will discuss more at the November meeting.
- 9.2 Personnel, Administration and By-laws.  
First meeting has taken place for the CEO Performance Review.  
Succession Plan - CEO to look into cost to hire someone for a hiring process.
- 9.3 Advocacy.  
Silent Auction is currently underway and will end November 19.  
Ontario Public Library Week - October 11 to October 19th.  
Book Sale - November 14th to November 19th. Set-up, Nov. 12 at 1:00 p.m.  
Santa Claus Parade. November 26.
- 9.4 Information Technology/Communications. No Report.
10. Chair report.  
Trustee Council Meeting. Saturday November 5 in Dundalk.
11. CEO Report.  
Report on Canada 150 meeting and events that will be taking place June 30 and July 1.  
Ontario Public Library Week - Author, Kay O'Neal October 18 at 7:00 p.m.  
Dufferin Parent Support Network "Schoolwork strategies for Parents".  
Food for fines.  
Creating a word cloud - draw on books.  
Contact has been made with Orangeville Hydro for an energy audit.  
AODA - Customer Service standard. All employees and volunteers, including Board members must be trained in all five standards.

12. New business. No new business.
13. Next meeting Wednesday November 9, 2016. 7:15 p.m. McGinnis Room.
14. Motion to adjourn. 8:50 p.m. P. Rentsch.

GRAND VALLEY PUBLIC LIBRARY BOARD  
MINUTES

Wednesday September 14, 2016

PRESENT: East Garafraxa rep. & Vice-chair: Fran Pinkney  
Town of Grand Valley rep. Philip Rentsch  
Amaranth rep. Heather Foster  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
CEO Shann Leighton

REGRETS: Chair : Carol Hall

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by G. Stubbington, that the agenda be approved.
3. No declaration of any conflicts of interest at this time.
4. Minutes of the June 8, 2016 meeting.  
**MOTION #2:** Moved by G. Stubbington, seconded by J. van Alstine that the minutes of the June 8, 2016 meeting be approved as circulated.
5. Business arising. Will deal with in subsequent agenda items.
6. Correspondence.  
SOLS Signal. July, August and September.  
Jack the Bookman - donation of books for Summer Reading Club  
Ontario Library Association Newsletter - on drop box  
SOLS Contribution to libraries. Annual Report. 2015-2016  
Sylvia Jones. Letter re: Regionalization of Ontario Trillium Foundation's Grant Catchment Areas.  
Monday Night at the Movies - donation \$400  
**MOTION #3:** Moved by J. van Alstine, seconded by T. Clarkson, that the correspondence be received.
7. Financial Report.
  - 7.1 Motion to ratify payment of operating expenses for June and July.  
**MOTION #4:** Moved by G. Stubbington, seconded by P. Rentsch, that the operating expenses for June (\$28,068.32) and July (\$24,633.60) be ratified.
  - 7.2 Motion to ratify payment of capital expenses for July.  
**MOTION #5:** Moved by G. Stubbington, seconded by J. van Alstine, that the capital expenses for July be ratified.

People Counter	\$1,050.90
Digitization of Tweedsmuir Histories	\$1,709.19



Collection	\$ 698.91
Total	\$3,459.00

7.3. Operating expenses for August.

**MOTION #6:** Moved by T. Clarkson, seconded by J. van Alstine, that the operating expenses for the month of August be paid. (\$18,832.08)

7.4 Capital expenses for August.

**MOTION #7:** Moved by G. Stubbington, seconded by P. Rentsch, that the capital expenses for the month of August be paid.

Visa - Books	\$667.18
Total	\$667.18

8. Committee Reports.

8.1 Finance.

Auditors Report.

**MOTION #8:** Moved by J. van Alstine, seconded by H. Foster, that the auditor's report be received.

Draft 2017 Budget for October meeting.

CEO will also prepare a draft Capital budget for 2017 that will include estimates for upgrading the air conditioning.

8.2 Personnel, Administration and By-laws

Succession Plan - CEO will review documents for updates.

CEO Performance Review - Friday October 7 at 10:00 a.m.

**MOTION #9:** Moved by T. Clarkson, seconded by J. van Alstine, that the following policies be approved as presented.

Community Information / Financial Policy / Personnel - Travel Expenses.

8.3 Advocacy.

Fall Fair Booth.

Friday - George Stubbington

Saturday - Julie van Alstine and Shann Leighton

Sunday - Philip Rentsch

Silent Auction - Distributed list of businesses.

Santa Claus Parade Float. Candy Land. Candy canes, lollipops, elves, wrapped presents.

8.4 Information Technology/Communications. No Report.

9. Chair Report.

Trustee Council Meeting. Saturday November 5 at 10:00 a.m. Dundalk.

Board Development: [www.sols.org](http://www.sols.org) You will need to create an account. Go to Learning HQ / Management Leadership / Board Development / Leadership by Design.

10. CEO Report.

Needs Assessment/Building Program. On drop box. Review for next meeting.

Canadian Library Purchasing Power - on drop box

The Purpose-based Library - on drop box

Small Library Committee Meeting - Monday October 3

Tweedsmuir Histories have been digitized. <http://vitacollections.ca/grandvalleyheritage>

11. New Business.  
The Town of Grand Valley will be going forward with installing insulation in the building.
12. Next meeting. Wednesday October 12, 2016. 7:15 p.m. McGinnis Room.
13. Motion to adjourn. 8:40 p.m. T. Clarkson.

GRAND VALLEY PUBLIC LIBRARY BOARD

MINUTES

Wednesday June 8, 2016

PRESENT: Chair: Carol Hall  
East Garafraxa rep. & Vice-chair: Fran Pinkney  
Town of Grand Valley rep. Philip Rentsch  
Amaranth rep. Heather Foster  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
CEO Shann Leighton

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by G. Stubbington, seconded by J. van Alstine that the agenda be approved.
3. No declaration of any conflicts of interest at this time.
4. Minutes of the May 11, 2016 meeting.  
**MOTION#2:** Moved by J. van Alstine, seconded by G. Stubbington that the minutes of the May 11, 2016 meeting be approved.
5. Business arising. No business arising.
6. Correspondence.  
SOLS Signal. June 3.  
Letter from David Tilson re Canada Summer jobs.  
OLA Newsletter.  
Dufferin Piecemakers Quilting Guild - Donation  
**MOTION #3:** Moved by T. Clarkson, seconded by J. van Alstine that the correspondence be received.
7. Financial Reports.  
7.1 Operating.  
**MOTION #4:** Moved by J. van Alstine, seconded by F. Pinkney that the operating expenses for the month of May be paid. (\$16,972.05)

Hydro - The hydro bills for the library still do not reflect the change from forced air electric to gas heat. Fran Pinkney will speak with Tod McEachern and Shann Leighton will contact Orangeville Hydro.

7.2 Capital.

**MOTION #5:** Moved by F. Pinkney, seconded by T. Clarkson that the following capital expenses for the month of May be paid.

Homework Help		\$107.25
Visa - Theatre		\$100.00
Visa - Bicycle Rack	1	\$408.55

Total

\$615.80

7.3 Expenses for June and July

**MOTION #6:** Moved by G. Stubbington, seconded by J. van Alstine that the Chair and CEO be given Board approval to pay the operating and capital expenses for the month of June and July.

8. Committee Reports.

8.1 Finance. No report.

8.2 Personnel, Administration and By-laws.

Succession Plan. CEO will review documents for Board approval at the September meeting.

8.3 Advocacy.

Book sale/Lawn sale.

Proceeds: Lawn Sale - \$298.25. Book Sale - \$485.35. Total: \$783.60

CEO will send thank you to the person who has made the great donations to the Library lawn sale the past two years.

8.4 Information Technology/Communications. No report.

9. Chair Report.

Thank you to everyone for a great year so far and have a wonderful summer.

10. CEO Report.

1. Annual Survey Results 2014 for libraries 5,000 and under are posted on drop box.

2. Mental Health First Aid Canada. Training course for staff. CEO will enquire if there is a cost.

3. SenSource - People counter. Wired non-directional sensor. \$149.95 each, plus cost to install. Need two. Purchase with monies in capital for interior building maintenance.

4. Instant messaging and personal email accounts: Meeting your access and privacy obligations. This has to do with records retention. The IPC strongly recommends that institutions prohibit their staff from using instant messaging tools and personal email accounts for doing business, unless they can be set up to retain and store records automatically.

5. Occupational Health and Safety Act

March 8, 2016 the Government passed Bill 132, the Sexual Violence and Harassment Plan Act. For employers important changes stem from bill 132's proposed amendments to the Occupational Health and Safety Act which include modifying the current definition of "workplace harassment" and imposing additional obligations on employers concerning their workplace harassment policies, programs and investigations. Employer compliance is required by September 8, 2016.

6. Canada Summer Jobs.

Received funding for one summer student. Cut back from 11 weeks to 8 weeks.

7. Class visits to the Library are taking place the whole month of June.

11. New business. No new business.

12. Next meeting. Wednesday September 14, 2016. 7:15 p.m. McGinnis Room.

13. Motion to adjourn. 8:05 p.m. G. Stubbington.

GRAND VALLEY PUBLIC LIBRARY BOARD  
MINUTES  
Wednesday May 11, 2016

PRESENT:	Chair:	Carol Hall
	East Garafraxa rep. & Vice-chair:	Fran Pinkney
	Town of Grand Valley rep.	Philip Rentsch
	Board members:	George Stubbington
		Julie van Alstine
		Tracy Clarkson
	Staff	Joanne Stevenson
REGRETS:	CEO	Shann Leighton
	Amaranth rep.	Heather Foster

1. Call to order. 7:15 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by G. Stubbington, seconded by J. van Alstine that the agenda be approved.
3. No declaration of any conflict of interest at this time.
4. Minutes of the April 13, 2016 meeting.  
**MOTION #2:** Moved by F. Pinkney, seconded by T. Clarkson that the minutes of the April 13, 2016 meeting be approved.
5. Business arising.  
5.1 Eye Wash Station, Jane Wilson will take care of this.
6. Correspondence.  
SOLS Signal. April 2016  
**MOTION #3:** Moved by T. Clarkson, seconded by F. Pinkney, that the correspondence be received.
7. Financial Report.  
7.1 Operating.  
**MOTION #4:** Moved by G. Stubbington, seconded by T. Clarkson, that the operating expenses for the month of April be paid. (\$18,686.19)  
  
7.2 Capital  
**MOTION #5:** Moved by F. Pinkney, seconded by T. Clarkson, that the following capital expenses be paid.

Homework Help	\$97.50
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8. Committee Reports.  
8.1 Finance. No report.  
  
8.2 Personnel, Administration and by-laws. No report.

8.3 Advocacy.

**Book Sale and Lawn Sale.**

Book Sale - setup Friday May 20th at 10:00 a.m. C. Hall & J. vanAlstine are available for set up. J. vanAlstine may be able available for packing books.

Lawn Sale - Saturday May 28th. 8:00 a.m. to 1:30 p.m. P. Rentsch & G. Stubbington are available to help with the garage sale.

8.4 Information Technology/Communications. No report.

9. Chair Report.

C. Hall & J. vanAlstine attended the Trustee Council Meeting - Saturday April 23rd, at the Grand Valley Library.

Guelph Public Library had an author visit from Lynwood Barclay and made approx \$1,000 from the tickets sales.

Another interesting fundraiser was "Guess who's coming to dinner" A host would prepare a meal for a number of people who have bought tickets. The host does not know who will be coming until they arrive at the house.

10. CEO Report.

Letter was written and sent to Bruce Hostrawser  
Facebook statistics.

OLA Board development - [www.accessola.org](http://www.accessola.org) - OLA SUPER CONFERENCE 2017  
see 2016 sessions

11. New Business.

Musical - St. Jacob's Schoolhouse theatre - October 23, 2016, cost \$50.00

12. Next meeting. Wednesday June 8, 2016. 7:00 p.m. McGinnis Room.

13. Motion to adjourn. 7:45 p.m. P. Rentsch.

GRAND VALLEY PUBLIC LIBRARY BOARD

MINUTES

Wednesday April 13, 2016

PRESENT: Chair: Carol Hall  
East Garafraxa rep. & Vice-chair: Fran Pinkney  
Amaranth rep. Heather Foster  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
CEO Shann Leighton

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by T. Clarkson, seconded by J. van Alstine that the agenda be approved.
3. No declaration of any conflict of interest at this time.
4. Minutes of the March 9, 2016 meeting.  
**MOTION #2:** Moved by G. Stubbington, seconded by J. van Alstine that the minutes of the March 9, 2016 meeting be approved.
5. Business arising.  
Will deal with in subsequent agenda items.
6. Correspondence.  
SOLS Signal. April 2016  
Face book the world's largest bookstore  
Ontario Library Association newsletter  
**MOTION #3:** Moved by F. Pinkney, seconded by G. Stubbington, that the correspondence be received.
7. Financial Report.
  - 7.1 Operating.  
**MOTION #4:** Moved by F. Pinkney, seconded by G. Stubbington, that the operating expenses for the month of March be paid. (\$25,543.81)
  - 7.2 Capital  
**MOTION #5:** Moved by G. Stubbington, seconded by F. Pinkney, that the following capital expenses be paid.

Homework Help	\$97.50
Cheques	\$9.19
<b>Total</b>	<b>\$106.69</b>
  - 7.3 First Quarter Financial Report.  
**MOTION #6:** Moved by F. Pinkney, seconded by T. Clarkson, that the First Quarter Financial Report be received.
8. Committee Reports.



8.1 Finance. No report.

8.2 Personnel, Administration and by-laws.

**MOTION #7:** Moved by P. Rentsch, seconded by J. van Alstine, that the updates to the Collection Development Policy and the Emergency Preparedness Policy be approved .

8.3 Advocacy.

Minutes of the April 8 meeting.

**Book Sale and Lawn Sale.**

Book Sale - setup Friday May 20th at 10:00 a.m.

Lawn Sale - Saturday May 28th. 8:00 a.m. to 1:30 p.m. Pack up books.

**Fall Fair - September 23, 24, and 25th.**

Theme : Butterflies and bees

Thursday set up at the arena. 7:00 p.m.

Friday - George

Saturday - Shann and Julie

Sunday - ? Take down. 3:30 on Sunday.

**Culture Days - September 30, Oct. 1 and 2nd.**

Will be looking at going to the classroom to do programming with the children.

Julie has some art lessons that she will pass on to someone to teach. Julie will also speak to other Riverbend artists and see if anyone else is interested.

**Silent Auction/Book Sale**

Silent Auction Set up Tuesday October 11. Silent auction ends November 19th.

Book Sale - set up Friday November 11.

Pack up books on the 19th.

**Santa Claus Parade - November 26th**

Candy Land. Candy canes, lollipops, elves, wrapped presents.

**Special by Grand Valley Library for the Fall Fair.**

Increase the prizes as follows for both age categories in 2017.

1st Prize: \$20

2nd Prize: \$10

3rd Prize: \$5

**MOTION #8:** Moved by G. Stubbington, seconded by J. van Alstine, that the minutes of the April 8, 2016 Advocacy meeting be received.

8.4 Information Technology/Communications. No report.

9. Chair Report.

Trustee Council Meeting - Saturday April 23rd, 10:00 a.m. at the Grand Valley Library.

10. CEO Report.

Statistics report.

Annual Work Plan.

Storyteller - Lorraine Hickling - April 26th.

Quilting workshop - Saturday June 11.

OLA Board development - will get the links for next meeting.

Health & Safety Memo from Shara Bagnell, Health and Safety Advisor re eyewash station  
Recommendation : that eyewash equipment be installed on each level that products requiring a 15  
min. flush time are being used. CEO will talk to Jane Wilson and find out what the municipality is doing.

11. New Business.

CEO will write a letter to Bruce Hostrawser regarding the old school house and let him know that the  
Library Board is not interested in using the old school as a site for a new library.

12. Next meeting. Wednesday May 11, 2016. 7:00 p.m. McGinnis Room.

13. Motion to adjourn. 8:30 p.m. G. Stubbington.

GRAND VALLEY PUBLIC LIBRARY BOARD

MINUTES

Wednesday March 9, 2016

PRESENT: Chair: Carol Hall  
East Garafraxa rep. & Vice-chair: Fran Pinkney  
Amaranth rep. Heather Foster  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
Tracy Clarkson  
CEO Shann Leighton

1. Call to order. 7:15 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by G. Stubbington, seconded by J. van Alstine, that the agenda be approved.
3. No declaration of any conflict of interest at this time.
4. Minutes of the February 10, 2016 meeting.  
**MOTION #2:** Moved by J. van Alstine, seconded by G. Stubbington, that minutes of the February 10, 2016 meeting be approved as amended.
5. Business arising.  
East Garafraxa has approved the Library 2016 budget.
6. Correspondence.  
SOLS Signal.  
**MOTION #3:** Moved by F. Pinkney, seconded by T. Clarkson, that the correspondence be received.
7. Financial Reports.
  - 7.1 Operating.  
**MOTION #4:** Moved by F. Pinkney, seconded by J. van Alstine that the operating expenses for the month of February be paid. (\$26,029.11)
  - 7.2 Capital.  
**MOTION #5:** Moved by G. Stubbington, seconded by H. Foster, that the following capital expenses for the month of February be paid.

Transfer to operating.	\$10,000.00
Homework help (Alison)	107.25
J. Appleseed (children's books)	617.55
Total	\$11,731.06

Hydro:

McEachern Electric did an energy audit on the library. It was discovered that the boiler from the old heating system were still operating and connected to the new gas furnace. The boiler has been turned off as well as the power switch. Hopefully there will be a significant change in the next hydro bills.

8. Committee Reports.
  - 8.1 Finance. 2016 Budget.  
All three municipalities have passed the Library's 2016 budget.
  - 8.2 Personnel, Administration and by-laws. No report.
  - 8.2 Advocacy.  
CEO will email with date to meet and plan events for the year.
  - 8.4 Information Technology/Communications. No report.
9. Chair report.  
Trustee Council meeting at the Grand Valley Library on Saturday April 23rd at 10:00 a.m.  
Please let the CEO know if you will be attending.  
Thank you from Shann to the Board for donation in memory of her Mother.  
Tracy Clarkson. Attended the OLA Trustee Book Camp and the annual conference.  
Suggested we get the books by Catherine Raso on how to be a good board member.  
CEO will send Board members a link to the OLA website and the sessions from the boot camp that are available online.
10. CEO Report.  
Duck Race Day. The Library in partnership with the Air Cadets will be showing a movie in the Library Parking lot. Saturday May 28th.  
One Book One County - this years' book is called Man by Kim They. There will be a special event on April 10, 2:00 p.m. at the Shelburne Library. This is a travelogue on Vietnam.  
The finale is set for May 1st, 1:00 p.m. at the Dufferin County Museum.  
Storyteller Lorraine Hickling will be coming to the Library on April 26th at 7:00 p.m.  
March 10 at 1:00 p.m. Seniors & Income Tax  
Fall Fair Theme - Butterflies and Honeybees. Advocacy Committee will do the Library Special.
11. New Business.  
Lighting. CEO received a quote from McEachern Electric to replace the lighting in the Library with LED lights. The quote has been passed on to Jane Wilson. The Board would like Council to include the cost in their 2016 budget.
12. Next meeting. Wednesday April 13, 7:15 p.m. McGinnis Room.
13. Motion to adjourn. G. Stubbington. 7:40 p.m.

GRAND VALLEY PUBLIC LIBRARY BOARD  
MINUTES

Wednesday February 10, 2016

PRESENT: Chair: Carol Hall  
East Garafraxa rep. & Vice-chair: Fran Pinkney  
Amaranth rep. Heather Foster  
Town of Grand Valley rep. Philip Rentsch  
Board members: George Stubbington  
Julie van Alstine  
CEO Shann Leighton  
REGRETS: Board member: Tracy Clarkson

1. Call to order. By the CEO.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by G. Stubbington, that the agenda be approved.
3. Motion for nomination for Chair.  
**MOTION #2:** Moved by P. Rentsch, seconded by F. Pinkney that Carol Hall be nominated for Chair.
4. Accept a motion that nominations be closed.  
**MOTION #3:** Moved by G. Stubbington, seconded by J. van Alstine that the nominations be closed.  
Carol Hall accepted the position of Chair.
5. Motion for nomination for Vice-Chair.  
**MOTION #4:** Moved by H. Foster, seconded by J. van Alstine that Fran Pinkney be nominated as Vice-chair.
6. Accept a motion that nominations be closed.  
**MOTION #5:** Moved by P. Rentsch, seconded by G. Stubbington, that the nominations be closed.  
Fran Pinkney accepted the position of Vice-Chair
7. Meeting over to Chair, Carol Hall.
8. Setting of the Committees.  
Personnel, Administration and By-laws.  
Julie van Alstine, Carol Hall, Fran Pinkney, Philip Rentsch and Shann Leighton.

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Advocacy.

George Stubbington, Tracy Clarkson, Julie van Alstine, Carol Hall and Shann Leighton.

Information Technology/Communications

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- George Stubbington, Carol Hall, Shann Leighton, Philip Rentsch, Heather Foster.
9. No declaration of any conflict of interest at this time.
  10. Minutes of the January 13, 2016 meeting.  
**MOTION #6:** Moved by G. Stubbington, seconded by J. van Alstine, that the minutes of the January 13, 2016 meeting be approved.
  11. Business arising.  
 Will deal with in subsequent agenda items.
  12. Correspondence.  
 SOLS Signal. Feb. 2, 2016  
**MOTION #7:** Moved by F. Pinkney, seconded by P. Rentsch, that the correspondence be received.
  13. Financial Reports.
    - 13.1 Operating.  
**MOTION #8:** Moved by F. Pinkney, seconded by P. Rentsch that the operating expenses for the month of January be paid. (\$23,019.73)
    - 13.2 Capital.  
**MOTION #9:** Moved by G. Stubbington, seconded by H. Foster, that the following capital expenses for January be paid.
 

Alison Carroll (Homework Help)	\$673.25
Our Digital World (Hosting Fee)	\$394.37
eResources (Capacity Grant)	\$964.56
Total	\$2,032.18
  14. Committee Reports.
    - 14.1 Finance.  
**MOTION #10:** Moved by P. Rentsch, seconded by F. Pinkney, that the 2016 amended operating budget be approved.
    - 14.2 Personnel, Administration and By-Laws.  
 The CEO Performance Review has been completed.  
 Review Succession Plan at September meeting.
    - 14.3 Advocacy.  
 Downton Abbey Tea had 18 in attendance.  
 March Break programs are set.  
 Monday March 14 - Free Skate and Puppet workshop and show. Tuesday March 15 - Zoo to you.  
 Wednesday March 16 - Dufflebag Theatre - Peter Pan. Thursday March 17 - Dan the Music Man.  
 Home Alone program in April.
    - 14.4 Information Technology/Communications.  
 We have received permission to digitize the Tweedsmuir Histories from the Women's Institute of Ontario. Tracy is doing webinars on how to manage our site on Our Digital World. Applying for a grant under Libraries and Archives Canada - Heritage Grant. \$15,000 to digitize the Star & Vidette. Grand Valley Historical Society is the lead applicant.

14. Chair Report.  
Trustee Council meeting is in Grand Valley on Saturday April 23rd at 10:00 a.m.  
Tracy Clarkson will give her report on the Trustee Boot Camp at the next meeting.
15. CEO Report.  
Received \$2,000 from Grand Valley Wind Farms for the Homework Help program.  
Received \$3,000 from Orica.  
Applied for the Summer Student Grant.  
Statistics - print out.  
Year end Report - on drop box.  
Budget presentations. Town of Grand Valley - Feb. 16 @ 10:00 a.m.  
Amaranth Township - Feb. 17 @ 7:15 p.m. East Garafraxa Township - March 8 @ 2:30 p.m.  
CEO will investigate having an energy audit done and will also look into grants for upgrading the lighting.
16. New business. No new business.
17. Next meeting. Wednesday March 9, 2016. 7:15 p.m. McGinnis room.
18. Motion to adjourn. G. Stubbington. 7:55 p.m.

GRAND VALLEY PUBLIC LIBRARY BOARD MINUTES  
Wednesday January 13 , 2016

PRESENT: Chair Carol Hall  
Amaranth rep. Heather Foster  
Town of Grand Valley rep. Philip Rentsch  
Board members Julie van Alstine  
George Stubbington  
Staff Joanne Stevenson

REGRETS: Vice-Chair & East Garafraxa rep. Fran Pinkney  
Board member Tracy Clarkson  
CEO Shann Leighton

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by George Stubbington, seconded by J. van Alstine that the agenda be approved.
3. No declarations of any conflicts of interest at this time.
4. Minutes of the December 9, 2015 meeting.  
**MOTION #2:** Moved by J. vanAlstine, seconded by George Stubbington that the minutes of the December 9, 2014 meeting be approved.
5. Business arising.
6. Correspondence.  
SOLS Signal. Newsletter  
  
**MOTION #3:** Moved by J. van Alstine, seconded by G. Stubbington that the correspondence be received.
7. Financial Reports.
  - 7.1 Operating.  
**MOTION #4:** Moved by H. Foster, seconded by G. Stubbington that the operating expenses for the month of December be paid. (\$22,638.99)
  - 7.2 Capital  
**MOTION #5:** Moved by G. Stubbington, seconded by P. Rentsch that the following capital expenses for December 2015 be paid. \$2,319.62

Gingerbread House workshop	\$245.63
Davison Bus Lines (Theatre trip)	\$440.70
DVDs	\$383.55
Joanne Stevenson (book)	\$17.00
Jack the Bookman (books)	\$257.32
Library Bound (books)	\$975.42
Total	\$2,319.62



8. Committee Reports.
  - 8.1 Finance.  
2016 Draft Budget.  
**MOTION #6:** Moved by P. Rentsch, seconded by J. vanAlstine that the 2016 Grand Valley Public Library Board Draft Budget be approved.  
H. Foster enquired if the Grand Valley Public Library has reserve accounts for unexpected expenses. eg. computer replacement.
  - 8.2 Personnel, Administration and by-laws.  
CEO Performance Review. Needs to be rescheduled in February 2016 and approved at Feb. meeting.
  - 8.3 Advocacy.
  - 8.4 Information Technology/Communications.  
Digitization.  
We have some funds from Orica that have not been spent. CEO received a quote from Our Digital World to have the Tweedsmuir histories digitized. Cost: \$2,293.90. A number of libraries have a web presence on "Our Digital World" for items of historical significance. The Library would create a web page on this site were people would be able to access the historical information contained in the Tweedsmuir histories. We are partnering with the Grand Valley Historical Society to digitize their items of historical significance to Grand Valley.
9. Chair Report.
10. CEO Report.  
2015 Annual Report and Statistics will be presented at the February Board Meeting.
11. New business.  
Goals for 2016  
Calendar of Events for 2016  
P. Rentsch discussed the concept of a community centre/library and seniors building in the future for Grand Valley.
12. Next meeting. Wednesday, February 10. 7:15 p.m. McGinnis Room.
13. Motion to adjourn. 8:05 p.m. G. Stubbington

GRAND VALLEY PUBLIC LIBRARY BOARD  
MINUTES  
Wednesday December 9, 2015

PRESENT:	Chair	Carol Hall
	Vice-Chair & East Garafraxa rep.	Fran Pinkney
	Town of Grand Valley rep.	Philip Rentsch
	Board members	Julie van Alstine
		Tracy Clarkson
		George Stubbington
	CEO	Shann Leighton

REGRETS: Amaranth rep.

Heather Foster

1. Call to order. 7:20 p.m.
2. Approval of the agenda.  
**MOTION #1:** Moved by J. van Alstine, seconded by T. Clarkson that the agenda be approved.
3. No declarations of any conflicts of interest at this time.
4. Minutes of the November 11, 2015 meeting.  
**MOTION #2:** Moved by F. Pinkney, seconded by J. van Alstine that the minutes of the November 11, 2015 meeting be approved.
5. Business arising.
  - 5.1 How to run a committee/Board. CEO will look into tutorials/information on this subject.
  - 5.2 Hydro. The people from Arthur's Fuel came and did an inspection of the electrical system. They could not find anything that was drawing excessive power and would explain the large increase in hydro bills. They have shut off the auxiliary power that was left in place in case the gas furnace failed. They have also shut off the baseboard heaters in the program room and solarium. Will know if this is the cause when we receive the next hydro bill.
  - 5.3 Learn it Build it Manage it workshop. Philip.  
The workshop was very informative. Information has been posted on dropbox. Presenter suggested the dual design approach. Two projects. New building? or renovation? Very important that you know what your costs are going to be. Next step. Needs study. CEO will start the process. Look at the services that are offered. Estimated growth. Current growth. Impact on services.
6. Correspondence.  
SOLS Signal. Newsletter  
HoOpla. Newsletter.  
**MOTION #3:** Moved by P. Rentsch, seconded by F. Pinkney that the correspondence be received.
7. Financial Reports.
  - 7.1 Operating.  
**MOTION #4:** Moved by F. Pinkney, seconded by G. Stubbington that the operating expenses for the month of November be paid. \$24,736.81
8. Committee Reports.
  - 8.1 Finance.  
2016 Budget.  
**MOTION #5:** Moved by G. Stubbington, seconded by T. Clarkson that the 2016 Grand Valley Public Library Board Budget be approved.
  - 8.2 Personnel, Administration and by-laws.  
CEO Performance Review. Need to schedule final meeting and approve at Jan. meeting.

8.3 Advocacy.

Book Sale proceeds \$515. Silent Auction proceeds \$2,812, with about \$150 more to come in.

Suggested the Library have the list of silent auction items online for viewing the latest bid and perhaps being able to bid online.

Santa Claus parade. The Library float was great, thanks to all who helped put it together.

Gingerbread House workshop. Very successful. Twenty-eight attended.

Theatre Trip - Legally Blonde. Also very successful. Sold out.

8.4 Information Technology/Communications.

Digitization.

We have some funds from Orica that have not been spent. CEO received a quote from Our Digital World to have the Tweedsmuir histories digitized. Cost: \$2,293.90.

A number of libraries have a web presence on "Our Digital World" for items of historical significance. The Library would create a web page on this site where people would be able to access the historical information contained in the Tweedsmuir histories. We can also partner with the Grand Valley Historical Society to digitize their items of historical significance to Grand Valley.

**MOTION #6:** Moved by P. Rentsch, seconded by T. Clarkson that the Grand Valley Public Library approve the CEO moving forward with the digitization of the Tweedsmuir Histories.

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9. Chair Report.

Merry Christmas and thank you to all Board members for their dedication to library service.

10. CEO Report.

CEO will be submitting a list of repairs that are needed to the Library building to Jane Wilson. Library spaces and zones. Joanne took an Advanced Excel course in space planning and some of the information from the course is posted on dropbox.

Fall Fair 2016 - Theme. Butterflies and Honeybees.

Seniors Community Grant Program. Funds available.

Industry Canada - Youth Internship. CEO has hired a youth for this position.

11. New business. No new business.

12. Next meeting. Wednesday January 13, 2015. 7:15 p.m. McGinnis Room.

13. Motion to adjourn. 8:35 p.m. J. van Alstine.



