

Halton Hills Public Library Board Meeting

Wednesday, January 22, 2025

Georgetown Branch

7:00 – 9:00 p.m.

Minutes

Members Present: Betsy Cosper (Chair), Erica Daly, Christina da Rocha-Feeley (Vice Chair), Councillor Bob Inglis, Jane Marshall, Keith Medenblik, Tamara Smith, Alice Strachan, Lisa Teggart

Staff Present: Clare Hanman, Beverley King, Lori Mazza Brenton (Recorder), Lee Puddephatt, Mary Querques

Regrets: Councillor Alex Hilson

1.0 Call to Order

B. Cosper declared that a quorum was present and called the meeting to order at 7:02 p.m.

2.0 Land Acknowledgement

Councillor B. Inglis read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

- B. King changed Item No. 11.1 from Month End Report – November 2024 to include Month End Report – Preliminary December 2024.

Moved By: J. Marshall

Seconded By: C. da Rocha-Feeley

THAT the agenda be approved.

CARRIED AS AMENDED

4.0 Disclosure of Pecuniary/Conflict of Interest

NIL

5.0 Minutes of Previous Library Board and Sub-Committees Meetings

Moved By: E. Daly

Seconded By: K. Medenblik

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on November 27, 2024

CARRIED AS AMENDED

6.0 Consent Agenda

Moved By: J. Marshall

Seconded By: C. da Rocha-Feeley

THAT the following Consent item from the January 22, 2025, Library Board meeting are hereby adopted.

6.1 2025 HHPL Board Meeting Schedule

CARRIED

7.0 Correspondence

NIL

8.0 Presentation/Delegations

NIL

9.0 Business Arising

9.1 2024-2026 HHPL Board Objectives – Metrics

- B. Cospier and C. da Rocha-Feeley proposed metrics for each of the Board's priorities.
- A subcommittee, including B. Cospier, C. da Rocha-Feeley, L. Teggart, and B. King, will revise the metrics based on the Board's feedback, update the objectives as needed, and add specific timing for their completion.
- A draft of the revised objectives will be provided to the Board before the March meeting.

Moved By: Councillor B. Inglis

Seconded By: T. Smith

THAT the 2024-2026 HHPL Board Objectives – Metrics be received.

CARRIED

9.2 Report No. LBD-2025-001 re: Policy Review: Resource Sharing, Collections Management, and Borrowing Policies –Second Review

- The Resource Sharing Policy is being rescinded. The information contained in this policy has been incorporated into the Collections Management Policy and Borrowing Policy.

Moved By: K. Medenblik

Seconded By: J. Marshall

THAT Report No. LBD-2025-001 dated January 17, 2025, regarding the Policy Review: Resource Sharing Policy, Collections Management Policy, Borrowing Policy – Second Review be received;

AND FURTHER THAT the Board approves the elimination of the Resource Sharing Policy;

AND FURTHER THAT the Board approves the revisions to the Collections Management and Borrowing policies.

CARRIED AS AMENDED

9.3 Report No. LBD-2025-002 re: Policy Review: Municipal By-law

- The existing by-law will be split into two: a simplified municipal by-law and a Board-governed procedural by-law, based on best-practice recommendations from the Ontario Library Service.
- The procedural by-law will be reviewed in the second year of the term, as requested by the Board.
- The revised by-law will be presented to the Board at the March meeting.

Moved By: L. Teggart
Seconded By: T. Smith

THAT Report No. LBD-2025-002 dated January 17, 2025, regarding the Policy Review: Municipal By-law be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to revise the proposed Municipal By-law based on the feedback received during the review process and bring the revised policy back to the Board for a second review and approval.

CARRIED

9.4 Report No. LBD-2025-003 re: Policy Review: Procedural By-law

- The procedural by-law will be updated to reflect recommendations from the Ontario Library Service.
- The Library Board will have its own procedural by-law, similar to the Town's Committees of Council Terms of Reference, in line with the Public Library Act, which gives the Board responsibility for governing its own meetings.
- Portions of the existing by-law will be removed and incorporated into governance policies, including a Board Succession Planning Policy and a Board Self-Evaluation Policy.
- Term limits, expanding definitions for clarity, and aligning the term length for Officers of the Board to align with the Public Library Act were discussed.
- The revised by-law will be presented to the Board at the March meeting.

Moved By: E. Daly
Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-003 dated January 17, 2025, regarding the Policy Review: Procedural By-law be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to revise the proposed Procedural By-law based on the feedback received during the first review process and bring the revised Procedural By-law to the Board for a second review and approval.

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- No update.

10.2 Friends of the Library (FOL)

- The Friends of the Library will meet on January 23.

10.3 Council

Councillor B. Inglis reported that:

- The 2025 budget was passed in December.
- At the January 20 Council meeting:
 - A motion was approved, in alignment with other municipalities, requesting that the Federal Government redistribute Provincial Land Transfer Tax and GST to municipalities to support infrastructure funding.
 - A motion was approved rejecting any efforts by incoming President Trump to undermine Canada's sovereignty, affirming the Town's support of a free and independent Canada.
- Councillor A. Hilson is the Ontario Liberal candidate for Wellington—Halton Hills.
- Councillor J. Racinsky is running for the Ontario Progressive Conservative candidate for Wellington—Halton Hills.

10.4 Community Connections

- J. Marshall shared that:
 - A friend's visitors, who are avid library users, were impressed with HHPL.
 - She enjoyed the library's TJ Klune event in January and hopes the library can continue to offer similar programming that attracts larger audiences.
- C. da Rocha-Feeley shared that her in-laws, who were visiting, love the library.

10.5 Professional Associations

B. Coper reported that:

- Councillor A. Hilson has been elected as incoming President of the Ontario Library Boards' Association (OLBA). This will be officially announced at the OLBA AGM during the OLA SuperConference Library Board Trustee Boot Camp on February 1.

C. da Rocha-Feeley reported that:

- She is actively working on Board self-evaluation as part of an Ontario Library Service Board of Directors sub-committee.

11.0 Financial Report

11.1 Month End Report – November 2024 and Preliminary December 2024

As of December 2024:

- Preliminary December year-end report shows the library is approximately 2.2% under budget.
- Total revenues and salaries, wages, and benefits are under budget while material and supplies are overspent for the period.

Moved By: J. Marshall

Seconded By: T. Smith

THAT the financial month end report for November 2024 and the preliminary December 2024 be received.

CARRIED

11.2 2025 Budget Discussion

- Library materials capital budget was cut by \$15,000.
- The 2025 budget process, challenges, and the impacts of the slower than expected growth for Vision Georgetown were discussed, with plans to improve the 2026 budget process.
- The library is collaborating on the design for a welcome desk in the Halton Hills Public Library and Cultural Centre lobby.
- Library staff are developing a customer satisfaction survey for the spring, with results expected in the fall.

12.0 New Business

12.1 Report No. LBD-2025-004 re: Integrated Library System Update

- Work is underway to upgrade the Integrated Library System (ILS) and patron interface: Sierra to Polaris and Encore to Vega.
- Polaris and Vega offer a suite of modules designed to enhance library functionality, including a mobile app, improved patron engagement, and better collection management.
- Once production begins, the system is expected to take four to six months to implement.

Moved By: A. Strachan

Seconded By: J. Marshall

THAT Report No. LBD-2025-004 dated January 17, 2025, regarding the Integrated Library System Upgrade be received.

CARRIED

12.2 Report No. LBD-2025-005 re: Chief Librarian & CEO's Report – January 2025

- Recent media coverage highlights the growing demand for library collections, the challenges in meeting these needs, the rising costs of e-books, and the benefits of consortia purchasing.
- An Employment and Volunteer Fair will be held on February 28 and March 1.
- Staff will email the Board relevant events that will occur prior to the March meeting.

Moved By: K. Medenblik

Seconded By: T. Smith

THAT Report No: LBD-2025-005 dated January 17, 2025, regarding the Chief Librarian & CEO's Report – January 2025 be received.

CARRIED

13.0 Health and Safety Report

NIL

14.0 Next Meeting: Board Workshop

February 26, 2025

7:00 p.m.

Zoom

15.0 Adjournment

Moved By: A. Strachan

Seconded By: E. Daly

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:16 p.m.

Signed: _____

Betsy Cosper, Chair
Halton Hills Public Library Board

Signed: _____

Beverley King, Chief Librarian & CEO
Halton Hills Public Library

APPROVED:

DATED: