

Halton Hills Public Library Board Meeting

Wednesday, March 26, 2025

Acton Branch

7:00 – 9:00 p.m.

Minutes

Members Present: Betsy Cosper (Chair), Erica Daly, Christina da Rocha-Feeley (Vice Chair), Councillor Alex Hilson, 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

1.0 Call to Order

B. Cosper declared that a quorum was present and called the meeting to order at 7:00 p.m.

2.0 Land Acknowledgement

K. Medenblik read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: C. da Rocha-Feeley

Seconded By: Councillor A. Hilson

THAT the agenda be approved.

CARRIED

4.0 Disclosure of Pecuniary/Conflict of Interest

NIL

5.0 Minutes of Previous Library Board and Sub-Committees Meetings

Moved By: K. Medenblik

Seconded By: J. Marshall

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on January 22, 2025

CARRIED AS AMENDED

6.0 Consent Agenda

Moved By: E. Daly

Seconded By: Councillor A. Hilson

THAT the following Consent item from the March 26, 2025, Library Board meeting are hereby adopted:

6.1 HHPL Board Workshop Presentation – Ontario Library Service, February 26, 2025

CARRIED

7.0 Correspondence

7.1 Letter from B. Cospers (March 20, 2025) re: Resignation as Board Chair

- After serving two years as Chair, the Board accepted B. Cospers's resignation from the role.
- The Board expressed gratitude for B. Cospers's dedication and contributions during her tenure as Chair.
- B. Cospers continued to chair the March meeting.
- The new Chair will officially assume the role beginning on March 27, 2025.

8.0 Presentation/Delegations

NIL

9.0 Business Arising

9.1 2024-2026 HHPL Board Objectives – Action Steps and Metrics

- B. Cospers, C. da Rocha-Feeley, A. Strachan, and B. King met to further develop the action plan and metrics.
- Subcommittee updates were shared with the Board prior to the March meeting.
- The Board will aim for 100% participation and completion of objectives.
- Achievements will be self-reported, reflected in the monthly Chief Librarian & CEO reports, and included in the Board meeting minutes under Community Connection.
- Status of the objectives will be reviewed at the November 2025 meeting.

Moved By: L. Teggart

Seconded By: C. da Rocha-Feeley

THAT the 2024-2026 HHPL Board Objectives – Action Steps and Metrics be approved.

CARRIED

9.2 Report No. LBD-2025-006 re: Policy Review: Municipal By-law

- This was a follow-up discussion from the Board's January 2025 meeting on the proposed Municipal By-law.

- The following provisions were added:
 - A term limit of maximum two consecutive terms for citizen appointees to support succession planning. Exceptions may be made based on Board recommendations to ensure continuity.
 - A refined appointment clause to align with the Town's equity, diversity, and inclusion approach.
 - A clarifying statement regarding the needs of the Board to guide Council during the appointment process.
 - Clarification that citizen appointees must meet the eligibility requirements outlined in the Public Libraries Act.
- The proposed Municipal By-law will be submitted to Council for final adoption.

Moved By: A. Strachan

Seconded By: T. Smith

THAT Report No. LBD-2025-006 dated March 21, 2025, regarding the Policy Review: Municipal By-law be received;

AND FURTHER THAT the Halton Hills Public Library Board approve the proposed Municipal By-law;

AND FURTHER THAT the staff be directed to submit the approved Municipal By-law to the Town Clerk for presentation to Council for final adoption.

CARRIED

9.3 Report No. LBD-2025-007 re: Policy Review: Procedural By-law

- B. King provided an overview of the revisions made to the Procedural By-law.
- Discussed proposed changes. Staff will incorporate updates in the next version.

Moved By: Councillor A. Hilson

Seconded By: Councillor B. Inglis

THAT Report No. LBD-2025-007 dated March 21, 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 review process and bring the revised policy back to the Board for review and approval.

CARRIED

9.4 Report No. LBD-2025-008 re: Integrated Library System Update: WebBuilder Module

- Follow-up discussion on the integrated library system (ILS) upgrade.
- During a recent vendor demonstration, staff learned about Clarivate's WebBuilder module, which would allow for a new library website while integrating seamlessly with Polaris and Vega.
- The decision was made to withdraw from the Town's Unified Website Project and purchase WebBuilder, providing cost savings and improved library online services.
- Library staff will continue to assist with the Town's website project as needed.
- Public tutorials will be offered once the new library website and ILS are implemented.
- Discussed the opportunity for focus groups to collect feedback.

Moved By: L. Teggart

Seconded By: J. Marshall

THAT Report No. LBD-2025-008 dated March 21, 2025, regarding the Integrated Library System Update: WebBuilder Module be received.

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 Annual General Meeting (AGM) is on April 17 at 1:00 pm. It will be a hybrid meeting, with in person attendance at the Georgetown Branch.
- Financials will be provided to the Board at the May meeting.

10.3 Council

Councillor B. Inglis reported that:

- Councillor A. Hilson was elected incoming president of the Ontario Library Board's Association (OLBA).
- Councillor Joseph Racinsky was elected as MPP for Wellington-Halton Hills.
- Former Library Board member, Matt Kindbom, was appointed to fill the vacancy on Council and was inaugurated on March 24, 2025.

Councillor B. Inglis acknowledged the efforts of Councillor A. Hilson for running in the recent municipal election.

Councillor A. Hilson reported that:

- At the March 24, 2025 Council meeting, there was an announcement about Councillor A. Hilson being president-elect of OLBA, as well as upcoming library events: OnScreen Halton Hills Film Festival (April 2-16) and the annual Halton Hills FanFest (April 12 at the Georgetown Branch).

- Council amended the Town’s procurement policy to prioritize Canadian businesses, aligning with practices in other municipalities.
- A Housing Needs Assessment was presented to guide the Town’s Official Plan strategy.
- The federal election will take place April 28, 2025. Halton Hills has been divided into two ridings: Milton East—Halton Hills South and Wellington—Halton Hills North. The library’s website features a dedicated webpage with election information.

10.4 Community Connections

- A. Strachan shared that she went to the library during Battle of the Books and observed a lot of energy and enthusiasm from those in attendance.
- B. Cosper shared that during February’s colder weather, some individuals expressed discomfort about the increasing number of vulnerable patrons at the Library and Cultural Centre. Staff explained that library staff trained in using an empathy-driven approach are actively engaging with the individuals and recently provided training to theatre and facility staff.
- C. da Rocha-Feeley commended the staff for putting together a fantastic array of March Break programming. Her child had a fun time at the library and mentioned seeing several classmates there.

10.5 Professional Associations

C. da Rocha-Feeley reported that:

- She attended a meeting of the Ontario Library Service (OLS) Board of Directors.
- The sub-committee’s recommendation on Board self-evaluation was approved.
- At the June meeting they will discuss the recommendation further and develop an action plan. They will also discuss policy governance and create a governance action plan.
- There are vacancies on the Board for the three smallest communities. She will attend a Board Assembly meeting in May for the under 2,500 community.
- A motion was passed to stagger terms to address vacancies.

11.0 Financial Report

11.1 Month End Report – January 2025

- The report was received as presented.

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

THAT the financial month end report for January 2025 be received.

CARRIED

11.2 Month End Report – February 2025

As of February 2025:

- Total revenues are under budget by approximately 9.7%.
- Salaries, wages and benefits are under budget by approximately 4.2%.
- Materials and supplies are under budget by approximately 7.3%.
- The library is under budget by approximately 3.2%.

Moved By: T. Smith

Seconded By: A. Strachan

THAT the financial month end report for February 2025 be received.

CARRIED

12.0 New Business

12.1 Election of Chair

- A. Strachan expressed interest in the role of Chair of the Halton Hills Public Library Board.
- As there were no further nominations, B. Cosper declared A. Strahan to be the Chair of the Halton Hills Public Library Board, by acclamation.
- A. Strachan will officially assume the role beginning March 27, 2025.
- A. Strachan expressed gratitude to B. Cosper for fostering a positive environment on the Library Board and expressed her commitment to maintaining it.

12.2 Report No. LBD-2025-009 re: 2024 Halton Hills Public Library Annual Report

- B. King presented a draft of the 2024 Annual Report.
- It was noted that this year's report was completed earlier than in previous years.
- Staff will make minor housekeeping changes.
- The final version, along with a presentation, will be shared with Council on May 5.

Moved By: J. Marshall

Seconded By: K. Medenblik

THAT Report No. LBD-2025-009 dated March 21, 2025, regarding the 2024 Halton Hills Public Library Annual Report be received.

CARRIED

12.3 Report No. LBD-2025-010 re: Chief Librarian & CEO's Report – March 2025

- B. King shared that there will be a retirement party for former Wellington—Halton Hills MPP Ted Arnott on April 6. The invitation will be shared with the Board.
- Toronto Public Library Foundation's "Book Bash" grant program has awarded HHPL a \$14,500 grant to host the Book Bash Children's Literacy Festival from October 16-18.
- B. King and R. Hine, Chief Librarian of Wellington County Library, met with MPP Joseph Racinsky to discuss key issues affecting libraries. As a result, MPP J. Racinsky provided a letter of support for Ontario Digital Public Library.

- FanFest is on April 12.
- The inaugural OnScreen Halton Hills Film Festival, in partnership with the Town's Cultural Services Department, runs April 2-16.
- Battle of the Books is underway, March 26 and 27, with the Grand Battle happening on April 16.
- It was noted that summer student funding is based on priority, and with the federal election scheduled for April, there are now two federal regions to advocate for.
- The format of the Chief Librarian & CEO Report has been revised to better align with the Strategic Plan.

Moved By: Councillor A. Hilson

Seconded By: L. Teggart

THAT Report No: LBD-2025-010 dated March 21, 2025, regarding the Chief Librarian & CEO's Report – March 2025 be received.

CARRIED

12.4 Report No. LBD-2025-011 re: 2024 Quarter 4 Metrics

- The report was received as presented.

Moved By: K. Medenblik

Seconded By: J. Marshall

THAT Report No. LBD-2025-011 dated March 21, 2025, regarding the 2024 Quarter 4 Metrics be received.

CARRIED

12.5 Report No. LBD-2025-012 re: Policy Review: Internet Use – First Review

- The report was received as presented.

Moved By: Councillor B. Inglis

Seconded By: A. Strachan

THAT Report No. LBD-2025-012 dated March 21, 2025, regarding the Policy Review: Internet Use – First Review be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to make any proposed changes and bring the revised policy back to the Board for a second review and approval.

CARRIED

13.0 In Camera

13.1 Confidential re: Personnel Matter

Moved By: T. Smith
Seconded By: E. Daly

THAT the meeting move In Camera to address the following matters:
Confidential Verbal Update regarding personnel matters about an identifiable individual.

CARRIED

Staff left the room.

Moved By: Councillor A. Hilson
Seconded By: A. Strachan

THAT the meeting move Out of Camera.

CARRIED

Motion to approve In Camera items:

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

THAT the recommendations contained in the following Confidential Report from the March 26, 2025, In Camera session, are hereby adopted;

AND FURTHER THAT staff carry out any of the Board's direction on these matters as set out in the Confidential minutes dated March 26, 2025.
Confidential Verbal Update regarding personnel matters about an identifiable individual.

14.0 Health and Safety Report

NIL

15.0 Next Meeting

April 23, 2025
7:00 p.m.
Georgetown Branch, Boardroom

16.0 Adjournment

The Board expressed their enthusiasm about meeting at the Acton Branch and discussed the possibility of scheduling additional meetings there in the future.

Moved By: T. Smith
Seconded By: J. Marshall

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:04 p.m.

Signed: _____
Betsy Cospers, Chair
Halton Hills Public Library Board

Signed: _____
Beverley King, Chief Librarian & CEO
Halton Hills Public Library

APPROVED: April 23, 2025

DATED: April 23, 2025