

**Halton Hills Public Library Board Meeting**

Wednesday, March 27, 2024

Georgetown Branch

7:00 – 9:00 p.m.

**Minutes**

**Members Present:** Betsy Cosper (Chair), Erica Daly, Christina da Rocha-Feeley, Councillor Alex Hilson, Councillor Bob Inglis, Matt Kindbom (Vice Chair), Jane Marshall, Tamara Smith, Lisa Teggart

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

**Regrets:** Keith Medenblik, Alice Strachan

**1.0 Call to Order**

B. Cosper declared that a quorum was present and called the meeting to order at 7:09 p.m.

**2.0 Land Acknowledgement**

T. Smith read an Indigenous Land Acknowledgment.

**3.0 Approval of Agenda**

Moved By: J. Marshall

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: Councillor A. Hilson

Seconded By: E. Daly

THAT the following minutes are hereby approved:

**5.1** Minutes of the Library Board meeting held on January 31, 2024

**5.2** Confidential Minutes of the Library Board meeting held on January 31, 2024

**5.3** Minutes of the Advocacy Committee meeting held on December 14, 2023

**5.4** Minutes of the Advocacy Committee meeting held on February 12, 2024

**CARRIED**

**6.0 Consent Agenda**  
NIL

**7.0 Correspondence**  
NIL

**8.0 Presentation/Delegations**  
NIL

**9.0 Business Arising**

**9.1 Report No. LBD-2024-007 re: Policy Review: Collection Management – Second Review**

- This is the second review of the Collection Management Policy. No comments were provided at the previous Board meeting.
- Two housekeeping amendments were noted.

Moved By: Councillor B. Inglis

Seconded By: M. Kindbom

THAT Report No. LBD-2024-007 dated March 21, 2024, regarding the Policy Review: Collection Management Policy – Second Review be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revised Collection Management Policy.

**CARRIED**

**9.2 Workshop Discussion**

- Discussed the February 28 Board Workshop with Dr. Kate Graham on municipal advocacy and the Board's upcoming event with Council on May 23.
- The Board will focus on long-term positive messaging.
- The Impact Stories compiled by staff offer positive examples the Board can share to show how the library supports and empowers the residents of Halton Hills.
- The library acts as a community hub, providing connections to services and resources.
- Various themes were discussed: lifelong learning, small business and local economy, heritage, sense of place, part of Town's identity.
- The library brings people together; it is a place where they feel welcome, safe, and supported.
- In these tough economic times, there is nothing that saves people more money than the library.
- It was suggested that the economic impact study be given to the Board again as a resource tool.

## 10.0 Updates – including Sub-committees

### 10.1 Advocacy Committee

#### **Impact Stories: How HHPL Empowers and Supports Our Community (draft)**

- This is an internal document for the Board with real-life examples based on residents' experiences that demonstrate how the library's collections, services and programs impact the community.
- In addition to the Impact Stories, it was suggested that a 30-second elevator pitch be incorporated into the Board's advocacy document.
- General discussion regarding relationship development and sharing stories authentically.
- It was suggested that Board members each prepare a debrief sheet after the May 23 event.
- Staff will finalize the Impact Stories, which will be discussed further at the next Advocacy Committee meeting.

#### **Town Council Profiles (draft)**

- This is an internal document for the Board, compiled from public information.
- Staff will finalize the profiles and they will be further discussed at the next Advocacy Committee meeting.

### 10.2 Friends of the Library (FOL)

L. Teggart reported that:

- The Friends of the Library Annual General Meeting (AGM) is on April 11 at 1:00 p.m. It will be a hybrid meeting, with in person attendance at the Georgetown Branch.
- Acton book sales doubled in 2023.
- There are currently 88 members.

### 10.3 Council

Councillor A. Hilson reported that:

- Council approved a 6-storey, 163-unit apartment building on Dayfoot Drive in Georgetown.
- Earth Week is April 19-27 with activities planned throughout the week.
- Council approved a contractor for the Trafalgar sports park facility. It will include washrooms, storage, and a concession stand.
- Council, in collaboration with the Association of Ontario Municipalities, drafted a resolution addressing the provincial-municipal funding arrangement, advocating for a new agreement.

Councillor B. Inglis reported that:

- Council discussed the Stewarttown Secondary Plan. Recognizing the Town's planned intensification and growth, the anticipated population increase will result in an increasing demand for library services.

- The province has put a time limit on heritage registries. Currently, all heritage properties in Halton Hills must be designated by January 1, 2025. The Mayor will be submitting a request to the Premier to extend that deadline to January 1, 2030.

#### **10.4 Community Connections**

Councillor A. Hilson shared that:

- He recently did some printing at the Georgetown Branch. The patron ahead of him was being assisted by a staff member and he overheard them saying they don't need to own a printer because they use the library. They appeared happy to be using the library's printing services.
- He was at a meeting with Town staff and community groups talking about how the Town can support them, in particular with marketing. Town staff recommended going to the library to use the Creativity Centre.

#### **11.0 Financial Report**

##### **11.1 Month End Report – February 2024**

As of February 2024:

- Total revenues are under budget by approximately 11.5%. This is due mainly to the end of year receipt of the Public Library Operating Grant.
- Salaries, wages, and benefits are 3.8% under budget. This is due to vacancies for Librarian positions.
- Materials and supplies appear to be under budget by approximately 8.8%; however, not all expenditures have been posted at this time.
- The percentage remaining for February 2024 is 85.8%, indicating that the library is slightly under budget; however, not all expenditures have been recorded for the period.

Moved By: M. Kindbom

Seconded By: Councillor A. Hilson

THAT the financial month end report for February 2024 be received.

**CARRIED**

#### **12.0 New Business**

##### **12.1 Report No. LBD-2024-008 re: 2024 Closure Schedule Update**

- Staff recommend adjusting the 2024 closure schedule and moving the professional development day from October 7 to November 4 to avoid closures on consecutive Mondays.

Moved By: J. Marshall

Seconded By: T. Smith

THAT Report No. LBD-2024-008 dated March 21, 2024, regarding the 2024 Closure

Schedule Update be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the updated 2024 Closure Schedule.

**CARRIED**

**12.2 Report No. LBD-2024-009 re: HHPL Merchandising Approach**

- The HHPL merchandising approach is strategically designed to support the 2023-2027 Strategic Plan. It will focus on raising the profile of the library, fostering community engagement, and promoting the HHPL brand.
- Proceeds from sales will benefit the Halton Hills Public Library Foundation to enhance programs and services for residents.
- In addition to merchandise, it will offer themed kits for programming events and do-it-yourself projects that can be made using the Creativity Centre.
- Staff will work with local artists to develop one-of-a-kind items.
- Items will be sold in branches; an online store will be considered following the current website review.
- Offsite pick up at the HHPL Book Lockers and through the Home Library Service will be explored.
- The Board discussed the messaging around the merchandising approach.
- It was noted that the store is an avenue for those who would like to support the library.

Moved By: E. Daly

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2024-009 dated March 21, 2024, regarding the HHPL Merchandising Approach be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to implement the HHPL Merchandising Approach as outlined in the report;

AND FURTHER THAT all net proceeds from sales will be directed to the Halton Hills Public Library Foundation.

**CARRIED**

**12.3 Report No. LBD-2024-010 re: Policy Review: Borrowing – First Review**  
Tabled

**12.4 Report No. LBD-2024-011 re: 2023 Quarter 4 Metrics**  
Tabled

**12.5 Report No. LBD-2024-012 re: Chief Librarian & CEO Report – March 2024**  
Tabled

**13.0 In Camera**

**13.1 Confidential re: Security Matter**

Moved By: Councillor B. Inglis

Seconded By: M. Kindbom

THAT the meeting move In Camera to address the following matters:  
Confidential Verbal Update regarding the security of the property of the Board.

**CARRIED**

Moved By: J. Marshall

Seconded By: M. Kindbom

THAT the meeting move Out of Camera.

**CARRIED**

Motion to approve In Camera items:

Moved By: T. Smith

Seconded By: E. Daly

THAT the recommendations contained in the following Confidential Report from the  
March 27, 2024, 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 27, 2024:

Confidential Verbal Update regarding the security of the property of the Board.

**CARRIED**

**14.0 Health and Safety Report**

Nothing to report.

**15.0 Next Meeting**

April 24, 2024

7:00 p.m.

Georgetown Branch

**16.0 Adjournment**

Moved By: C. da Rocha-Feeley

Seconded By: T. Smith

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 24, 2024

DATED: April 24, 2024