

Halton Hills Public Library Board Meeting

Wednesday, April 24, 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, Jane Marshall, Keith Medenblik, Tamara Smith

Staff Present: Clare Hanman, Dylan Kellendonk (Recorder), Beverley King, Lee Puddephatt, Mary Querques

Regrets: Matt Kindbom (Vice Chair), Alice Strachan, Lisa Teggart

Guests: Bronwyn Parker, Director of Planning Policy, Town of Halton Hills

1.0 Call to Order

B. Cosper declared that a quorum was present and called the meeting to order at 7:04 p.m.

2.0 Land Acknowledgement

E. Daly read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

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: T. Smith

THAT the following minutes are hereby approved:

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

5.2 Confidential Minutes of the Library Board meeting held on March 27, 2024

5.3 Minutes of the Advocacy Committee meeting held on March 4, 2024

5.4 Minutes of the Advocacy Committee meeting held on April 9, 2024

CARRIED AS AMENDED

6.0 Consent Agenda

Moved By: K. Medenblik

Seconded By: C. da Rocha-Feeley

THAT the following Consent items from the April 24, 2024 Library Board meeting are hereby adopted.

6.1 Report No. LBD-2024-011 re: 2023 Q4 Metrics

6.2 Report No. LBD-2024-012 re: Chief Librarian & CEO Report – March 2024

CARRIED

7.0 Correspondence

NIL

8.0 Presentation/Delegations

8.1 Planning for Growth, Bronwyn Parker, Director of Planning Policy, Town of Halton Hills

- B. Parker presented to the Board on recent changes to municipal planning legislation and how that is impacting the growth of Halton Hills.
- Between 2022 and 2024, the following acts were legislated by the province:
 - Bill 109, *More Homes for Everyone Act, 2022*
 - Bill 23, *More Homes Built Faster Act, 2022*
 - ROPA 49, *Provincial Decision, 2022*
 - Bill 97, *Helping Homebuyers, Protecting Tenants Act, 2023*
 - Bill 150, *Planning Statute Law Amendment Act, 2023*
 - Bill 162, *Get It Done Act, 2024*
 - Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*
- The 2051 proposed urban boundaries were shared, including residential and employment areas, the preferred route for highway 413, and the proposed hospital site.
- Vision Georgetown plans were discussed, to start in late 2025 and early 2026.

9.0 Business Arising

9.1 Report No. LBD-2024-013 re: An Evening at the Library

- Reviewed the itinerary for May 23, including resources available on the Board Portal.
- Further information will be provided prior to the event.

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

THAT Report No. LBD-2024-013 dated April 18, 2024, regarding An Evening at the Library be received.

CARRIED

9.2 Report No. LBD-2024-010 re: Policy Review: Borrowing Policy – First Review

- The following changes were made to the Borrowing Policy:
 - Removed Virtual Library Cards section to reflect current practices.
 - Removed levels of library card and expanded the different types of library cards to better reflect current practices.
 - Clarified identification requirements for each library card type.
 - Updated borrowing responsibilities of library members to align with other library systems and to clarify responsibilities around the use of non-traditional library materials.
 - Clarified list of public libraries with reciprocal borrowing agreements.
 - Updated to reflect current practices and improve clarity, including the addition of inclusive language and headings.
 - The track changes version in addition to the comment version was appreciated. The original version is not needed going forward.

Moved By: T. Smith

Seconded By: J. Marshall

THAT Report No. LBD-2024-010 dated March 21, 2024, regarding the Policy Review: Borrowing be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to make any proposed changes and present the Borrowing Policy for a second review and approval.

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- NIL

10.2 Friends of the Library (FOL)

B. King reported that:

- The Friends of the Library held their Annual General Meeting on April 11. M. Rowe was reelected as Chair and A. McGrath as Vice Chair. J. Altobelli was reappointed as Secretary and M. Teasdale as Treasurer.
- The April business meeting followed the AGM. They approved the sponsorship of the following programs for 2024:
 - One Book, One Halton Hills
 - Halton Hills Lecture Series

- INC. Project
- Complementary program for the TD Summer Reading Club, specifically a space-themed travelling museum exhibit.
- They will set up a savings account to take advantage of higher interest as they save to support a larger library project.
- The next meeting is May 9.

10.3 Council

Councillor A. Hilson shared an update on:

- Earth week activities, including a compost and wood chip giveaway, bike swap, 22-minute community clean up, Bird Friendly Symposium, among others.
- Invest Halton 2023 Annual Report and State of Culture 2022-2023 Report presentations.
- Battle of the Books is April 25.

Councillor B. Inglis shared an update on:

- Urban expansion, including Vision Georgetown timelines and the intensification of Guelph Street in Georgetown.
- 2025 budget process and the impacts of the Strong Mayor Powers.

10.4 Community Connections

- NIL

11.0 Financial Report

11.1 Month End Report – March 2024

As of March 2024:

- Total revenues are under budget by approximately 6%. This is due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.
- Salaries, wages, and benefits are under budget by 4.6%.
- Materials and supplies are under budget by 8%, however, not all expenditures have been posted for the period.

Moved By: C. da Rocha-Feeley

Seconded By: K. Medenblik

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

CARRIED

12.0 New Business

12.1 Report No. LBD-2024-014 re: 2023 Friends of the Library Annual Report

- The Library Board approved revisions to the Donations, Sponsorship and Fundraising Policy in June 2023 requiring groups supporting HHPL to submit annual activity reports.
- The Friends shared their year-end financial statements and annual Chair's report.
- The bylaws are currently being updated to meet the Not-for-Profit Corporations Act requirements.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2024-014 dated April 18, 2024, regarding the 2023 Friends of the Library Annual Report be received.

CARRIED

12.2 Report No. LBD-2024-015 re: 2025 Budget Process

- B. King shared the 2025 budget process, including the changes as a result of the Strong Mayor Powers.
- The preliminary operating budget, capital budget and forecast, and business plan will be shared at the June Board meeting.

Moved By: E. Daly

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2024-015 dated April 18, 2024, regarding the 2025 Budget Process be received.

CARRIED

12.3 Report No. LBD-2024-016 re: 2024 Quarter 1 Metrics

- System circulation is increasing.
- Borrowing patterns are changing, with a greater use of the digital collection than the physical collection.
- There is a slight decrease in new registered cardholders.
- Active card holders continue to be approximately 30% per capita.
- In person visits are increasing.
- New eResource, PressReader, has been very popular with 900 uses and 39,000 articles opened.
- Social media engagement is strong. The top post with over 13,000 likes, shares, or comments was an image from the Esquesing Historical Society, featuring the re-opening of the Ballinafad Community Centre in 1963.

Moved By: J. Marshall

Seconded By: K. Medenblik

THAT Report No. LBD-2024-016 dated April 18, 2024, regarding the 2024 Quarter 1 Metrics be received.

CARRIED

12.4 Report No. LBD-2024-017 re: Chief Librarian & CEO Report – April 2024

- The Board was reminded that Fanfest is on April 27. Anyone interested in joining for a photo is asked to come to the Georgetown Branch at 11 am.
- Wines & Spines tickets will go on sale May 1 for the June 19 event.
- There were two donors who provided the eclipse sunglasses that were distributed to the community. The event led to 21 new registrations on the day of the event, and an additional 39 new registrations in the two days prior. There was a total of 98 new registrations in the week prior, which is high for this time of year.
- Battle of the Books is April 25 at 7 pm for anyone interested in attending.

Moved By: C. da Rocha-Feeley

Seconded By: T. Smith

THAT Report No. LBD-2024-017 dated April 18, 2024, regarding the Chief Librarian & CEO's Report – April 2024 be received.

CARRIED

13.0 In Camera

13.1 Confidential re: Personnel Matter

Moved By: T. Smith

Seconded By: Councillor A. Hilson

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: T. Smith

Seconded By: E. Daly

THAT the meeting move Out of Camera.

CARRIED

14.0 Health and Safety Report

Nothing to report.

15.0 Next Meeting

May 22, 2024

7:00 p.m.

Acton Branch, Community Room

16.0 Adjournment

Moved By: E. Daly

Seconded By: J. Marshall

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:06 p.m.

Signed: _____

Betsy Cosper, Chair
Halton Hills Public Library Board

Signed: _____

Beverley King, Chief Librarian & CEO
Halton Hills Public Library

APPROVED: May 22, 2024

DATED: May 22, 2024