

Halton Hills Public Library Board Meeting

Wednesday, May 28, 2025
Georgetown Branch
7:00 – 9:00 p.m.

Minutes

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

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

1.0 Call to Order

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

2.0 Land Acknowledgement

T. Smith read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: Councillor A. Hilson

Seconded By: T. Smith

THAT the agenda be approved.

CARRIED

4.0 Disclosure of Conflict of Interest

NIL

5.0 Minutes of Previous Library Board and Sub-Committees Meetings

Moved By: B. Coper

Seconded By: J. Marshall

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on April 23, 2025

5.2 Minutes of the Advocacy Committee meeting held on September 16, 2024

5.3 Minutes of the Advocacy Committee meeting held on April 22, 2025

CARRIED

6.0 Consent Agenda
NIL

7.0 Correspondence
NIL

8.0 Presentation/Delegations
NIL

9.0 Business Arising

9.1 Report No. LBD-2025-022 re: Policy Review: Privacy and Canadian Anti-Spam Legislation – Second Review

- There were no amendments following the first review of the policies.
- The report was approved as presented.

Moved By: Councillor B. Inglis

Seconded By: B. Cospier

THAT Report No. LBD-2025-022 dated May 22, 2025, regarding the Policy Review: Canadian Anti-Spam Legislation and Privacy – Second Review be received;

AND FURTHER THAT the Board approves the elimination of the Canadian Anti-Spam Legislation (CASL) Policy;

AND FURTHER THAT the Board approves the revised Privacy Policy.

CARRIED

9.2 Report No. LBD-2025-023 re: Policy Review: Proctoring – Second Review

- There were no amendments following the first review of the policy.
- The report was approved as presented.

Moved By: T. Smith

Seconded By: E. Daly

THAT Report No. LBD-2025-023 dated May 22, 2025, regarding the Policy Review: Proctoring – Second Review be received;

AND FURTHER THAT the Board approves the revised Proctoring Policy.

CARRIED

9.3 Report No. LBD-2025-024 re: Policy Review: Code of Conduct – Second Review

- Staff incorporated the Board’s feedback from the first review of the policy.
- The report was approved as presented.

Moved By: T. Smith
Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-024 dated May 22, 2025, regarding the Policy Review: Code of Conduct – Second Review be received;

AND FURTHER THAT the Board approves the revised Code of Conduct for Library Users Policy.

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- The Committee met on May 12.
- Preliminary discussions on fundraising initiatives are underway including how to best identify potential community influencers and donors.
- Members are reviewing fundraising resources compiled by staff, with a summary to be presented to the Board.
- The Committee’s next meeting is on June 2.

10.2 Friends of the Library

- The Friends met on May 15.
- Pop-up book sales will begin on May 31, coinciding with the Downtown Georgetown Farmer’s Market.
- Posters in the Friends kiosks have been updated with details on their initiatives and donation options.
- Their spring newsletter has been distributed to members.
- The Friends’ next meeting is September 18.

10.3 Council

Councillor A. Hilson reported that:

- The library’s 2024 Annual Report was presented.
- Council addressed concerns regarding the Halton Hills Minor Baseball Association’s use of amplified sound at the Georgetown Fairgrounds.
- Council approved a collaboration with the Acton and Georgetown Royal Canadian Legions to install two crosswalks commemorating the 80th anniversary of VE Day.
- Council discussed the upcoming 2026 Budget Process.
- Council approved a Plumbing Permit Fee Grant to support residents impacted by flooding.

Councillor B. Inglis reported that:

- Council approved the development of new residential buildings near Georgetown GO station.
- Heritage property designations are ongoing.
- The Automated Speed Enforcement camera is active in the community.

10.4 Community Connections

- J. Marshall spoke with a Globe Productions member who was excited to learn that the library now offers sewing machines and later visited to explore the equipment.
- J. Marshall shared her positive experience at Storytime at the Gellert Community Centre, noting the children's enthusiasm.
- A. Strachan shared that during a recent pickleball lesson, the organizer mentioned that the library lends portable pickleball nets.
- A. Strachan attended the Biking Lawyer presentation, where the speaker, Dave Shellnutt, praised the beauty of the Halton Hills Public Library and Cultural Centre.

10.5 Professional Associations

C. da Rocha-Feeley reported that:

- She attended an OLS Board Assembly meeting for populations under 2,500, filling in due to a vacancy, and will attend the meeting for populations between 40,000-74,999 on June 5.
- The OLS Virtual Conference for Board members is scheduled for November 20.
- Statistics for the Annual Survey of Public Libraries have been submitted to the Ministry, with results expected in July.
- The OLS Board meeting is scheduled for the second last week of June, where members will review the Board self-evaluation policies and discuss feedback.

Councillor A. Hilson reported that:

- At the recent OLBA meeting, members discussed library board concerns including the potential of libraries as safe consumption sites.

11.0 Financial Report

11.1 Month End Report – April 2025

As of April 2025:

- Total revenues are under budget by approximately 25%.
- Salaries, wages, and benefits are under budget by approximately 5.3%.
- Materials and supplies are ahead of budget by approximately 10%.
- The percentage remaining is 70.4%.

Moved By: Councillor A. Hilson

Seconded By: C. da Rocha-Feeley

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

CARRIED

12.0 New Business

12.1 Report No. LBD-2025-025 re: 2026 Budget Process

- B. King informed the Board of the anticipated timelines and approach for the 2026 Budget Process.
- There will be a Council Workshop on June 23, coinciding with a Town Hall tradeshow. The library will host a similar information session on the Lifecycle of a Library Book: A Closer Look at the Materials Budget for Council and Board members on June 18.

Moved By: Councillor A. Hilson
Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-025 dated May 22, 2025, regarding the 2026 Budget Process be received.

12.2 Report No. LBD-2025-026 re: Chief Librarian & CEO Report – May 2025

- Programming and events are planned throughout June to commemorate Seniors' Month, National Indigenous History Month, and Pride Month.
- Three students will join the Community Engagement team for the summer, with two funded by the Canada Summer Jobs Grant and one through a co-op placement.
- The Acton Branch was featured in the filming of the CBC TV show *Still Standing* on May 20, highlighting the Acton community.
- HHPL hosted the Regional Battle of the Books. George Kennedy Public School won first place in the junior division and Halton Hills Christian School won second place in the senior division.
- HHPL won second place in the TD Summer Reading Club Awards for its 2024 children's programming. The recognition comes with a \$4,000 award. The announcement will be made publicly as part of the Atlantic Provinces Library Association (APLA) Conference in June.

Moved By: E. Daly
Seconded By: J. Marshall

THAT Report No: LBD-2025-026 dated May 22, 2025, regarding the Chief Librarian & CEO's Report – May 2025 be received.

CARRIED

12.3 Report No. LBD-2025-016 re: Friends of the Library 2024 Annual Report

- The Friends of the Library provided their year-end financials, along with the Chair's Message.
- The report was received as presented.
- The Board expressed its appreciation for the Friends' ongoing support of the library; L. Teggart will convey this message.

Moved By: Councillor B. Inglis
Seconded By: B. Cospers

THAT Report No. LBD-2025-016 dated May 22, 2025, regarding the Friends of the Library 2024 Annual Report be received.

CARRIED

12.4 Report No. LBD-2025-027 re: Policy Review: Diversity and Inclusion – First Review

- The policy is being renamed Equity, Diversity, and Inclusion.
- Revisions have been made to improve clarity and reflect current practice.
- Recommendations from the Ontario Library Service have been incorporated.
- The Town’s Manager of Culture and Equity, Diversity and Inclusion is currently reviewing the policy.

Moved By: T. Smith

Seconded By: B. Cospers

THAT Report No. LBD-2025-027 dated May 22, 2025, regarding the Policy Review: Diversity and Inclusion 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

12.5 Report No. LBD-2025-028 re: Policy Review: Community Displays – First Review

- The policy has been updated to clarify eligibility and content requirements and revised to improve clarity and reflect current practice.

Moved By: J. Marshall

Seconded By: E. Daly

THAT Report No. LBD-2025-028 dated May 22, 2025, regarding the Policy Review: Community Displays – 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

12.6 Report No. LBD-2025-029 re: Policy Review: Photography and Video – First Review

- The policy has been expanded and renamed to Photography and Filming to include all forms of media.
- Revisions reflect current practices, including the addition of various types of commercial and non-commercial photography and filming.
- The following Board feedback will be incorporated into the second review:
 - Clarify the definition of HHPL.

- A statement was added to the general guidelines to emphasize that individuals may not film or photograph others for personal use in the library without their consent.
- Discussed the possibility of charging a fee for photography or filming as a future revenue source if demand warranted it.

Moved By: Councillor A. Hilson

Seconded By: T. Smith

THAT Report No. LBD-2025-029 dated May 22, 2025, regarding the Policy Review: Photography and Video – 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

12.7 Board Self-Evaluation Committee

- A Working Group, consisting of C. da Rocha-Feeley, B. Cospers, T. Smith, and L. Teggart, has been formed to develop a draft Board Self-Evaluation Policy for review and approval by November 2025.

13.0 Health and Safety Report

NIL

14.0 Next Meeting

June 25, 2025

7:00 p.m.

Georgetown Branch, Boardroom

15.0 Adjournment

Moved By: Councillor A. Hilson

Seconded By: C. da Rocha-Feeley

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.

Signed: _____
Alice Strachan, Chair
Halton Hills Public Library Board

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

APPROVED: June 25, 2025
DATED: June 25, 2025