

Halton Hills Public Library Board Meeting

Wednesday, May 22, 2024

Acton Branch

7:00 – 9:00 p.m.

Minutes

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

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

J. Marshall read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: Councillor A. Hilson

Seconded By: A. Strachan

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: J. Marshall

Seconded By: K. Medenblik

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on April 24, 2024

5.2 Confidential Minutes of the Library Board meeting held on April 24, 2024

5.3 Minutes of the Advocacy Committee meeting held on April 18, 2024

CARRIED AS AMENDED

6.0 Consent Agenda
NIL

7.0 Correspondence
NIL

8.0 Presentation/Delegations
NIL

9.0 Business Arising

9.1 Report No. LBD-2024-018 re: Policy Review: Borrowing Policy – Second Review

- The updated Borrowing Policy clarifies the list of public libraries in neighbouring municipalities with reciprocal borrowing agreements and more clearly defines the different types of library cards available.
- The identification requirements for obtaining a library card – from HHPL or another library system – were discussed.

Moved By: Councillor A. Hilson

Seconded By: E. Daly

THAT Report No. LBD-2024-018 dated May 16, 2024, regarding the Policy Review: Borrowing Policy be received;

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

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

E. Daly reported that:

- The itinerary for the May 23 event with Council is available on the Board portal.
- The group photo during the event will take place on the main staircase.
- Each Board member is to complete a short survey following the event. L. Mazza Brenton to send it out on May 24.
- The Advocacy Committee will meet next on June 3.

10.2 Friends of the Library (FOL)

L. Teggart reported that:

- Pop-up book sales will start on June 1 to coincide with the start of the Downtown Georgetown Farmers' Market.

- The Friends are working on revising their bylaws.
- A request for new members went out after their AGM. There are currently 82 members.
- The Friends will meet next on June 13.

10.3 Council

Councillor A. Hilson shared an update on:

- B. Parker's presentation at the May 6 Council meeting on Bill 185 and the proposed provincial planning statements.
- Council's two new strategic planning committees: the Growth and Infrastructure Committee and the Healthy Environment and Community Committee.
- The proposed ban on private fireworks in Halton Hills.
- The announcement of HHPL's annual Wines and Spines event and One Book, One Halton Hills campaign at the next Council meeting.

10.4 Community Connections

NIL

11.0 Financial Report

11.1 Month End Report – April 2024

As of April 2024:

- Total revenues are under budget by approximately 10.7% . 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 5.3%.
- Materials and supplies are over budget by approximately 9%. This is due to unbudgeted expenditures incurred for the New Horizons for Seniors grant and beginning of the year payments for subscriptions and service contracts.

Moved By: C. da Rocha-Feeley

Seconded By: J. Marshall

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

CARRIED

12.0 New Business

12.1 Ontario Library Service Board Update

- C. da Rocha-Feeley shared an update on the Spring 2024 OLS Board Assembly meeting. Topics discussed include fundraising, new library building projects, bookmobiles, the Value of Ontario Libraries Toolkit (VOLT), and Dr. Kate Graham's municipal advocacy training. The slides and resources from the meeting will be shared with the Library Board.
- A new recorded webinar, Good Governance Through the Lens of the Public Libraries Act, is available on the OLS website.

- The OLS's 2024 Virtual Conference for Board members is on October 24.
- C. da Rocha-Feeley has been elected to the OLS Board, starting in June 2024, for a four-year term.

12.2 Report No. LBD-2024-019 re: Halton Hills Public Library Board 2024 Objectives

- A Board sub-committee reviewed the proposed 2024 objectives.
- Minor revisions were suggested including a reworking of the advocacy section.
- Another meeting is planned with the intention of developing these as 2025 objectives.

Moved By: M. Kindbom

Seconded By: E. Daly

THAT Report No. LBD-2024-019 dated May 16, 2024, regarding the Halton Hills Public Library Board 2024 Objectives be received;

AND FURTHER THAT the Halton Hills Public Library Board direct the subcommittee to revise the HHPL 2024 Objectives and present them for a second review and approval.

CARRIED

12.3 Report No. LBD-2024-020 re: Employee Retention Review, Phase Three

- Staff provided an update on Phase Two of the Employee Retention Review and information on Phase Three.
- It was noted that the Town is also doing a review of its employee retention strategy.
- Cost estimates were provided for health and dental coverage, a health spending account, and staff costs to administer a benefit program.

Moved By: A. Strachan

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2024-020 dated May 16, 2024, regarding Employee Retention Review Phase Three be received;

AND FURTHER THAT the Halton Hills Public Library Board approves a funding request of up to approximately \$86,900 for consideration in the 2025 operating budget process to fund health and dental benefits for eligible part-time employees, and staffing costs to administer the benefit program.

CARRIED

12.4 Report No. LBD-2024-021 re: Fines and Fees Status Update

- Staff provided an update on HHPL's fines and fees status.
- The main change in 2023 was extending fine free status to young adults aged 18-24.

Moved By: K. Medenblik
Seconded By: L. Teggart

THAT Report No. LBD-2024-021 dated May 16, 2024, regarding the Fines and Fees Status Update be received.

CARRIED

12.5 Report No. LBD-2024-022 re: Extending Fine Free to Older Adults, Ages 65+

- Staff are recommending that fines be eliminated for older adults, aged 65 and over, as the next step in removing barriers to library services and moving towards being a fine free library.

Moved By: K. Medenblik
Seconded By: L. Teggart

THAT Report No. LBD-2024-022, dated May 16, 2024, regarding Extending Fine Free Status to Older Adults, Ages 65+ be received;

AND FURTHER THAT the Halton Hills Public Library Board approve the extension of fine free status to patrons aged 65 and older.

CARRIED

12.6 Report No. LBD-2024-023 re: Policy Review: Fines and Fees Policy – First Review

- The Fines and Fees Policy is being presented to the Board now in preparation for next month's review of the Schedule of Fines and Fees Appendix.
- Staff are recommending that the Fines and Fees Policy be renamed Service Fee Policy to expand the scope of fees as per current practice.

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

THAT Report No. LBD-2024-023 dated May 16, 2024, regarding the Policy Review: Fines and Fees be received;

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

CARRIED

12.7 Report No. LBD-2024-024 re: 2024 Summer Programming: Ingenium – Canada’s Museums of Science and Innovation “Space to Spoon” Exhibit

- The “Space to Spoon” exhibit, provided by Ingenium – Canada’s Museums of Science and Innovation, will be on display in the Halton Hills Public Library and Cultural Centre lobby throughout the summer.
- This initiative is sponsored by the Friends of the Halton Hills Public Library.
- Canadian astronaut Jeremy Hansen has been endorsing the exhibit in schools across Canada.
- The exhibit explores the relationship between climate change, space science, and STEAM subjects.
- HHPL will offer related programs, including the Tomatosphere™ project and an all-ages lecture with Dr. Mike Dixon.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2024-024 dated May 16, 2024, regarding the 2024 Summer Programming: Ingenium – Canada’s Museums of Science and Innovation “Space to Spoon” Exhibit be received.

CARRIED

12.8 Report No. LBD-2024-025 re: Chief Librarian & CEO Report – May 2024

- Throughout June, HHPL will celebrate Pride Month, Seniors Month, and National Indigenous History Month.
- The TD Summer Reading Club launches on June 15 at the Georgetown Branch and on June 22 at the Acton Branch.
- A community partners Open House is scheduled for June 10 to showcase library services and resources.
- HHPL’s IT Technician was nominated for an Our Thanks to You award by the Town of Halton Hills Aquatics department for his work using the library’s Creativity Centre technology to repair CPR training mannequins.
- Recordings of the Mississaugas of the Credit First Nation (MCFN) Historical Gathering will be shared with the Board and posted to the Board portal.
- An updated list of schools participating in the kindergarten orientations and class visits was requested as part of the Chief Librarian and CEO Report for June.
- The importance of fundraising for future projects was discussed. A report on the library’s fundraising strategy will be presented to the Board once it is developed.

Moved By: M. Kindbom

Seconded By: T. Smith

THAT Report No. LBD-2024-025 dated May 16, 2024, regarding the Chief Librarian & CEO’s Report – May 2024 be received.

CARRIED

13.0 In Camera

13.1 Adopt In Camera Items from Previous Meeting, April 24, 2024

Moved By: Councillor A. Hilson
Seconded By: T. Smith

THAT the recommendations contained in the following Confidential Report from the April 24, 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 April 24, 2024:
Confidential Verbal Update regarding personnel matters about an identifiable individual.

CARRIED

14.0 Health and Safety Report

NIL

15.0 Next Meeting

June 26, 2024
7:00 p.m.
Georgetown Branch, Boardroom

16.0 Adjournment

Moved By: M. Kindbom
Seconded By: L. Teggart

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:52 p.m.

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

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

APPROVED: June 26, 2024
DATED: June 26, 2024