

Halton Hills Public Library Board Meeting

Wednesday, June 25, 2025

Georgetown Branch

7:00 – 9:00 p.m.

Minutes

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

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

Regrets: Betsy Cosper, Councillor Bob Inglis, Lisa Teggart

1.0 Call to Order

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

2.0 Land Acknowledgement

A. Strachan 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 Conflict of Interest

NIL

5.0 Minutes of Previous Library Board and Sub-Committees Meetings

Moved By: K. Medenblik

Seconded By: C. da Rocha-Feeley

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on May 25, 2025

5.2 Minutes of the Advocacy Committee meeting held on May 12, 2025

CARRIED

6.0 Consent Agenda
NIL

7.0 Correspondence

7.1 Email from E. Daly (June 9, 2025) re: Resignation from Board

- The Board accepted E. Daly's resignation.
- In appreciation of E. Daly's service, HHPL will dedicate a book in her name.
- In keeping with the Public Library Act, which requires a minimum of five members, the Board expressed a preference to maintain the number of members at nine for the remainder of the term and not fill the vacancy.
- Staff will notify the Town's Clerks department about the vacancy and the Board's preference.
- With E. Daly's resignation, there is also a vacancy on the Advocacy Committee. Board members interested in joining are encouraged to express their interest.

8.0 Presentation/Delegations
NIL

9.0 Business Arising

9.1 Report No. LBD-2025-030 re: Policy Review: Diversity and Inclusion – Second Review

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

Moved By: Councillor A. Hilson
Seconded By: E. Daly

THAT Report No. LBD-2025-030 dated June 20, 2025, regarding the Policy Review: Diversity and Inclusion – Second Review be received;

AND FURTHER THAT the Board approves the revised Equity, Diversity, and Inclusion Policy.

CARRIED

9.2 Report No. LBD-2025-031 re: Policy Review: Community Displays – 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: C. da Rocha-Feeley

THAT Report No. LBD-2025-031 dated June 20, 2025, regarding the Policy Review: Community Displays – Second Review be received;

AND FURTHER THAT the Board approves the revised Community Displays Policy.

CARRIED

9.3 Report No. LBD-2025-032 re: Policy Review: Photography and Video – Second Review

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

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

THAT Report No. LBD-2025-032 dated June 20, 2025, regarding the Policy Review: Photography and Video – Second Review be received;

AND FURTHER THAT the Board approves the revised Photography and Filming Policy.

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- The Committee met on June 2.
- The fundraising resources compiled by staff were discussed. J. Marshall will provide a summary to the Board at the September meeting.
- The Committee’s next meeting is on July 21.

10.2 Friends of the Library

- The next meeting of the Friends is scheduled for September 18.
- J. Marshall noted that the location of the book sales held in the Plaza during the Downtown Georgetown Farmers’ Market changed. Staff will investigate whether this change is permanent.

10.3 Council

Councillor A. Hilson reported:

- A Council announcement highlighted HHPL winning second place in the 2024 TD Summer Reading Club Library Awards.
- An increase to the Community Grant Program’s annual operating costs is being considered for the 2026 Operating Budget.
- A statutory public meeting was held to discuss the proposed residential and commercial development at 16469 10 Side Road, Georgetown.
- A public open house introduced the Town’s Transit Implementation Plan.
- An Official Plan Review Open House is scheduled for June 26 at the John Elliott Theatre to gather resident feedback on future growth.

10.4 Community Connections

- J. Marshall shared that friends appreciated HHPL staff support while preparing materials for their new business. Additionally, another Reading Buddies participant expressed interest in a potential volunteer tea event.
- E. Daly attended Wines and Spines with her family; her mother was subsequently inspired to use HHPL's services.
- The "Lifecycle of a Library Book" initiative on June 18 was well received by Council and Board members in attendance. A similar tour may be considered for future Doors Open programming and new Board orientation.

10.5 Professional Associations

C. da Rocha-Feeley reported:

- She was nominated to serve as Vice Chair of the Ontario Library Service (OLS) Board for a one-year term.
- A by-law amendment was introduced to implement staggered OLS Board member elections.
- She attended an OLS Board meeting where initiatives and responsibilities of Board members were discussed; a committee was formed to continue these discussions in more detail.
- She continues to work with the OLS Board Self-Evaluation Committee. Monthly meetings will be held throughout the summer to review post-assessment findings.

Councillor A. Hilson reported:

- The Ontario Library Board Association (OLBA) is currently conducting a member survey to collect feedback on Board members' experiences across municipalities, with a June 30 deadline. He will share the survey link with the Board, who are encouraged to complete it.

10.6 Board Self-Evaluation

- The first meeting of the Board Self-Evaluation Working Group, consisting of C. da Rocha-Feeley, B. Cosper, T. Smith, and L. Teggart, is scheduled for July 22.

11.0 Financial Report

11.1 Month End Report – May 2025

As of May 2025:

- Total revenues are under budget by approximately 3.4%.
- Salaries, wages, and benefits are under budget by approximately 1.7%.
- The percentage remaining is 59.2%.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

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

CARRIED

11.2 Report No. LBD-2025-033 re: 2026 Preliminary Operating and Capital Budget and Forecast Review

- Proposed Operating Budget requests include a planned reduction in fines revenue, increases in children’s programming, general repairs and maintenance, and a Need Identification and Assessment for benefits for part-time employees.
- Proposed Capital Budget requests include Library Materials, Technology Renewal, and Furniture and Equipment Renewal.
- The preliminary Capital Budget and Forecast updates the Facility Needs Study project to incorporate a master planning element in preparation for the development of the Vision Georgetown lands and population growth.

Moved By: C. da Rocha-Feeley

Seconded By: E. Daly

THAT Report No. LBD-2025-033 dated June 20, 2025, regarding the 2026 Preliminary Operating and Capital Budget and Forecast Review be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the submission of the 2026 Preliminary Operating and Capital Budget and Forecast and associated Need Identification & Assessment forms as presented.

CARRIED

12.0 New Business

12.1 Report No. LBD-2025-034 re: Chief Librarian and CEO Report – June 2025

- HHPL is contributing to the Town’s Safe and Welcoming Community initiative by hosting community engagement activities and encouraging participation in surveys and focus groups.
- The revised Library Board By-law has been reformatted to align with the new Town standard. It will be presented to Council on July 7 and will be finalized on August 27.
- The Community Foundation Halton North (CFHN) will host its fifth annual Giving Challenge on September 27, with representatives staffing a booth in the Plaza during the Downtown Georgetown Farmers’ Market.
- HHPL is operating as a cooling centre during periods of extreme heat.
- Pride Season celebrations will run throughout the summer with dedicated programming, rainbow resources, and participation in Halton Region’s third annual Pride Parade on July 19.

Moved By: K. Medenblik

Seconded By: T. Smith

THAT Report No: LBD-2025-034 dated June 20, 2025, regarding the Chief Librarian & CEO's Report – June 2025 be received.

CARRIED

12.2 Report No. LBD-2025-035 re: Policy Review: Purchasing – First Review

- The policy was updated to reflect recent changes to the Town's Purchasing Policy.
- The revisions provide greater purchasing flexibility by increasing the informal purchasing threshold from \$50,000 to \$100,000.

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

THAT Report No. LBD-2025-035 dated June 20, 2025, regarding the Policy Review: Purchasing – 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

12.3 Report No. LBD-2025-036 re: Policy Review: Schedule of Service Fees, Appendix 1

- The Schedule of Service Fees is reviewed annually.
- Room rental rates have been updated to align with the Town's meeting rates.
- The registered rate has been discontinued, and a new daytime rate has been introduced.

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

THAT Report No. LBD-2025-036 dated June 20, 2025, regarding the Policy Review: Schedule of Service Fees, Appendix 1 be received;

AND FURTHER THAT the Board approve the updated Schedule of Service Fees, Appendix 1.

CARRIED

12.4 Report No. LBD-2025-037 re: Fines and Fees Status Update

- Provided an annual update on fines revenue and HHPL's progress on becoming a fine free library.
- The report was approved as presented

Moved By: Councillor A. Hilson
Seconded By: E. Daly

THAT Report No. LBD-2025-037 dated June 20, 2025, regarding the Fines and Fees Status Update be received.

CARRIED

12.5 Report No. LBD-2025-038 re: Extending Fine Free Status to Parents and Guardians of Children Under 18 and Adults Aged 25-29

- As part of HHPL's ongoing efforts to becoming a fine free library, staff proposed eliminating fines for parents and guardians of children under the age of 18, as well as for adults aged 25-29.
- The new Integrated Library System (ILS) includes a feature that allows accounts between children and their caregivers to be linked.
- Proposed changes would take effect January 1, 2026, pending approval of the 2026 budget.
- C. da Rocha-Feeley and E. Daly abstained.

Moved By: K. Medenblik

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2025-038, dated June 20, 2025, regarding Extending Fine Free Status to Parents and Guardians of Children Under 18 and Adults Aged 25-29 be received;

AND FURTHER THAT the Board approve the extension of fine free status to patrons who are parents and guardians of children under the age of 18, and adults aged 25-29, effective January 1, 2026, contingent upon the approval of the 2026 Operating Budget.

CARRIED

12.6 Report No. LBD-2025-039 re: Halton Hills Public Library and Cultural Centre Welcome Desk Project

- In November 2024, a temporary welcome desk was placed in the lobby of the Halton Hills Public Library and Cultural Centre to address the increasing volume and variety of visitor inquiries.
- Staffed by HHPL personnel, the pilot project has improved visitor engagement.
- A permanent welcome desk in the lobby would provide centralized customer service support. Once permanent, all functions at the upper-level Welcome Desk, including John Elliott Theatre Box Office sales, would be transferred to the lobby Welcome Desk.
- The proposed desk will be a modular unit with height adjustable features and secure storage options.
- The desk will not have any staffing impact and has been included in the 2026 Furniture and Equipment Renewal capital budget request.

Moved By: J. Marshall

Seconded By: K. Medenblik

THAT Report No. LBD-2025-039 dated June 20, 2025, regarding the Halton Hills Public Library and Cultural Centre Welcome Desk Project be received.

CARRIED

13.0 Health and Safety Report
NIL

14.0 Next Meeting
September 24, 2025
7:00 p.m.
Georgetown Branch, Boardroom

15.0 Adjournment

Moved By: Councillor A. Hilson
Seconded By: E. Daly

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:44 p.m.

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

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

APPROVED: September 24, 2025

DATED: September 24, 2025