

**Halton Hills Public Library Board Meeting**

Wednesday, June 26, 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, Keith Medenblik, Alice Strachan, Lisa Teggart

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

**Regrets:** Tamara Smith

**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**

A. Strachan read an Indigenous Land Acknowledgment.

**3.0 Approval of Agenda**

A section for professional association updates will be added to 'Updates – including Sub-committees' as a standing agenda item.

Moved By: M. Kindbom

Seconded By: Councillor A. Hilson

THAT the agenda be approved.

**CARRIED AS AMENDED**

**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: A. Strachan

THAT the following minutes are hereby approved:

**5.1** Minutes of the Library Board meeting held on May 22, 2024

**5.2** Minutes of the Advocacy Committee meeting held on May 14, 2024

**CARRIED AS AMENDED**

**6.0 Consent Agenda**  
NIL

**7.0 Correspondence**

- D. Pullman, Vice Chair of the Downtown Georgetown BIA Board, requested a meeting with the Library Board to discuss collaborating with the library. As these are operational concerns, B. King will coordinate a meeting with the appropriate staff and BIA representatives.

**8.0 Presentation/Delegations**  
NIL

**9.0 In Camera**

**9.1 Confidential re: Labour Relations or Employee Negotiations**

Moved By: Councillor A. Hilson  
Seconded By: Councillor B. Inglis

THAT the meeting move In Camera to address the following matters:

- Confidential update regarding labour relations or employee negotiations.

**CARRIED**

Moved By: Councillor B. Inglis  
Seconded By: J. Marshall

THAT the meeting move Out of Camera.

**CARRIED**

Motion to approve In Camera items:

Moved By: L. Teggart  
Seconded By: E. Daly

THAT the recommendations contained in the following Confidential Report from the June 26, 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 June 26, 2024.

- Confidential update regarding labour relations or employee negotiations.

**CARRIED**

## 10.0 Business Arising

### 10.1 Halton Hills Public Library Board 2024 Objectives Next Steps

- The Board reviewed the 2023 objectives and the proposed 2024 objectives at the May Board meeting.
- Members will consider the objectives over the summer, with plans to workshop and finalize the objectives for 2024 and 2025 at the September or October meeting.

### 10.2 Report No. LBD-2024-027 re: Policy Review: Fines and Fees Policy – Second Review

- The Fines and Fees Policy is being renamed Service Fees Policy.
- Since the first review, an additional change was made to reflect the proposed name change of the Schedule of Fines and Fees, Appendix 1 to Schedule of Service Fees, Appendix 1 (refer to Item 13.2).

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

THAT Report No. LBD-2024-027 dated June 20, 2024, regarding the Policy Review: Fines and Fees be received;

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

**CARRIED**

## 11.0 Updates – including Sub-committees

### 11.1 Advocacy Committee

- Discussed the advocacy event on May 23 and next steps.
- The Board thanked staff for their work organizing the event.
- The Advocacy Committee will consider how and when to offer similar events in the future.
- Staff will include a list of community events of interest to Board members in the monthly Chief Librarian & CEO Report.
- The Advocacy Committee will meet next on July 9.

### 11.2 Friends of the Library (FOL)

L. Teggart reported that:

- The Friends met on June 13.
- The first pop-up book sale during the Downtown Georgetown Farmers' Market did well and they are optimistic for a successful summer season.
- The revisions to the by-laws are complete and are being presented to the Board for approval (refer to Item 13.1).
- The Friends will meet next in September.

### 11.3 Council

Councillor A. Hilson shared an update on:

- The June 17 Council meeting, including an update regarding the “Space to Spoon” Exhibit at the library.
- The development of a new Fire Master Plan.
- The Town’s Official Plan review for growth and development through to 2051.
- Bill 200, *Home Owner Protection Act, 2024*, extending the timeline for finalizing the heritage register by two more years.

Councillor B. Inglis shared an update on:

- The 2025 budget process and key meeting dates, as well as the impact of Strong Mayor Powers.

### 11.4 Community Connections

- L. Teggart shared that her son’s school, Ethel Gardiner Public School, includes library events in their weekly newsletter.

### 11.5 Professional Associations Update

C. da Rocha-Feeley provided an update on the Ontario Library Service (OLS) Board:

- Attended the Board’s all-day meeting on June 22.
- During the OLS Board’s orientation, a lawyer reviewed the Ontario Not-for-Profit Corporations Act (ONCA) and the legal and fiduciary responsibilities of Board Directors.
- The OLS Board operates under the Carver governance model.
- Their next meeting is in October.

## 12.0 Financial Report

### 12.1 Month End Report – May 2024

As of May 2024:

- Total revenues are under budget by approximately 3%. 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 2.7%.
- Materials and supplies are over budget by approximately 4%. 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: M. Kindbom

Seconded By: Councillor A. Hilson

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

**CARRIED**

**12.2 Report No. LBD-2024-028 re: Preliminary 2025 Budget and Business Plan**

- The preliminary operating budget includes increases in telephone services, service contracts, repairs and maintenance equipment, and credit card fee budgets, as well as a planned reduction in fines revenue.
- At this time, the long-range financial plan amount remains unchanged as the Town undergoes a review of the reserve accounts.
- There are no FTE changes this year.
- Discussed the preliminary capital budget and forecast and the Need Identification & Assessment (NIA) forms for the following: benefits for eligible part-time employees, library materials, technology renewal, integrated library system, and website.
- The library's 2025 Business Plan includes:
  - Developing a strategy to engage with schools and to support families of school age children during school holidays
  - Upgrading the existing Integrated Library System (ILS)
  - Developing a new website within the Town's Unified Web Strategy
  - Reviewing public spaces to optimize their use and enhance accessibility
- The preliminary budget and Business Plan will be presented to Council in October.

Moved By: M. Kindbom

Seconded By: L. Teggart

THAT Report No. LBD-2024-028 dated June 20, 2024, regarding the Preliminary 2025 Budget and Business Plan be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the submission of the Preliminary 2025 Budget, associated NIA forms, and Business Plan as presented.

**CARRIED**

**13.0 New Business**

**13.1 Report No. LBD-2024-029 re: Friends of the Library By-laws**

- The Friends of the Halton Hills Public Library have updated their by-laws to be compliant with the Ontario Not-For-Profit Corporations Act (ONCA).
- The updated by-laws removed the requirement that the Friends Board must include at least one member of the Library Board.

Moved By: Councillor A. Hilson

Seconded By: A. Strachan

THAT Report No. LBD-2024-029 dated June 20, 2024, regarding the Friends of the Library By-laws be received;

AND FURTHER THAT the Halton Hills Public Library Board approve the revised by-laws.

**CARRIED**

**13.2 Report No. LBD-2024-030 re: Policy Review: Schedule of Fines and Fees, Appendix 1**

- The Schedule of Fines and Fees, Appendix 1 is reviewed annually.
- The name has been changed to the Schedule of Service Fees to align with the updated Service Fees Policy (BPM-15-016).
- Meeting room rates were updated to match the Town's rates, which are reviewed annually and approved by Council.
- Service fee changes would be effective September 1, 2024.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2024-030 dated June 20, 2024, regarding the Policy Review: Schedule of Fines and Fees, Appendix 1 be received;

AND FURTHER THAT the Halton Hills Public Library Board approve the updated Schedule of Service Fees, Appendix 1.

**CARRIED**

**13.3 Report No. LBD-2024-031 re: Naloxone Administration and Overdose Program**

- The library is working with the Town to provide access to naloxone kits in facilities and accompanying training for staff.
- Training for library staff will begin in July 2024.

Moved By: K. Medenblik

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2024-031 dated June 20, 2024, regarding Naloxone Administration and Overdose Program be received.

**CARRIED**

**13.4 Report No. LBD-2024-032 re: Chief Librarian & CEO Report – June 2024**

- Staff compiled a list of upcoming community events of interest, along with a list of resources such as "Happening in the Hills" and "Halton Hills Today", to help Board members find events happening throughout the greater Halton Hills community.

Moved By: Councillor A. Hilson

Seconded By: L. Teggart

THAT Report No. LBD-2024-032 dated June 20, 2024, regarding the Chief Librarian & CEO's Report – June 2024 be received.

**CARRIED**

**14.0 Health and Safety Report**

NIL

**15.0 Next Meeting**

September 25, 2024

7:00 p.m.

Acton Branch, Community Room

**16.0 Adjournment**

Moved By: M. Kindbom

Seconded By: J. Marshall

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:16 p.m.

**Signed:** \_\_\_\_\_

Betsy Cospers, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

Beverley King, Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: October 2, 2024

DATED: October 2, 2024