

**Halton Hills Public Library Board Meeting**

Wednesday, September 24, 2025

Georgetown Branch

7:00 – 9:00 p.m.

**Minutes**

**Members Present:** Betsy Cospers, Christina da Rocha-Feeley (Vice Chair), Councillor Alex Hilson, Councillor Bob Inglis, Jane Marshall, Alice Strachan (Chair), Lisa Teggart

**Staff Present:** Danielle Dawe, Clare Hanman, Beverley King, Emma Lupinacci, Lori Mazza Brenton (Recorder), Lee Puddephatt, Mary Querques, Bailey Shaw

**Regrets:** Delaney Hill, Keith Medenblik, Allison Rosie, Tamara Smith

**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**

B. Cospers 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 AS AMENDED**

**4.0 Disclosure of Conflict of Interest**

NIL

**5.0 Minutes of Previous Library Board and Sub-Committees Meetings**

Moved By: C. da Rocha-Feeley

Seconded By: Councillor A. Hilson

THAT the following minutes are hereby approved:

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

**5.2** Minutes of the Advocacy Committee meeting held on June 2, 2025

**5.3** Minutes of the Advocacy Committee meeting held on July 24, 2025

**CARRIED**

**6.0 Consent Agenda**

**6.1 Memorandum No. LBM-2025-001 re: Halton Heritage Services**

**6.2 Report No. LBD-2025-040 re: 2025 Quarter 2 Metrics**

- B. Cospier inquired about the apparent discrepancy between the increase in programming and attendance figures for Q2. Staff explained that the variation stems from previous tracking methods, which have since been updated to ensure more accurate data collection moving forward.

Moved By: B. Cospier

Seconded By: J. Marshall

THAT the following Consent items from the September 24, 2025 Library Board meeting are hereby adopted:

6.1 Memorandum No. LBM-2025-001 re: Halton Heritage Services

6.2 Report No. LBD-2025-040 re: 2025 Quarter 2 Metrics

**CARRIED**

**7.0 Correspondence**

NIL

**8.0 Presentation/Delegations**

**8.1 2025 Summer Programming (Refer to Item No. 12.4, Memo No. LBM-2025-002)**

- E. Lupinacci, Youth Services Librarian, and B. Shaw, Children’s Services Librarian, presented highlights from HHPL’s 2025 summer programming. Key points included:
  - The annual Summer Reading Challenge and TD Summer Reading Club, with the theme “Around the World”, encouraged participants to explore new ideas, cultures, and stories.
  - Registration increased by 5.1% to over 800 children, representing 8.97% of Georgetown’s population aged 0–12, the highest rate in the region. Participants logged 11,936 days of reading, equivalent to more than 32 years of reading time.
  - Participation increased significantly across all age groups.
  - Staff connected with the community through visits to local schools, municipal camps, and community organizations, including partnerships with EarlyON and Links2Care.
  - A range of intergenerational and adult programming was offered, including a Repair Café, an interactive mystery game, trivia nights, and Pride-themed events.
  - Interest in the Creativity Centre continues to grow, with over 300 participants attending programs throughout the summer.
  - A highlight video was shared with the Board.

## **8.2 Integrated Library System Upgrade Preview**

- C. Hanman, Manager of Content and Technologies, presented a preview of the upcoming Integrated Library System (ILS) upgrade. Highlights include:
  - An enhanced catalogue homepage that is customizable and updated in real time
  - A more precise search engine to help patrons easily locate materials
  - Item records will display all available formats
  - A streamlined program calendar for easier navigation
  - Multiple language options
  - A new mobile app with a range of functionality, including borrowing capabilities, access to e-resources, and event registration
- The upgraded system is scheduled to launch October 22 during Ontario Public Library Week.

## **8.3 Advocacy Committee Presentation on Cause Selling**

- J. Marshall and D. Dawe, Strategic Planning Librarian, presented on the cause selling approach to fundraising.
- Cause selling refers to relationship building and consists of three phases:
  - Phase 1: Identifying prospective donors
  - Phase 2: Engaging with prospective donors
  - Phase 3: Staying connected with donors

## **9.0 Business Arising**

### **9.1 Report No. LBD-2025-041 re: Policy Review: Purchasing – Second Review**

- A. Strachan proposed that if no changes are made to a policy after the first review, the second review will be placed in the Consent Agenda. Board members may still request to discuss these items if necessary. This approach aims to streamline future Board meetings. The Board agreed to this proposal.
- There were no amendments following the first review of the Purchasing Policy.
- The report was approved as presented.

Moved By: C. da Rocha-Feeley

Seconded By: B. Cospér

THAT Report No. LBD-2025-041 dated September 18, 2025, regarding the Policy Review: Purchasing – Second Review be received;

AND FURTHER THAT the Board approves the revised Purchasing Policy.

**CARRIED**

## **10.0 Updates – including Sub-committees**

### **10.1 Advocacy Committee**

- Refer to Item No. 8.3 – Advocacy Committee Presentation on Cause Selling.
- L. Teggart joined the Advocacy Committee.
- The Committee's next meeting is on October 6.

**10.2 Friends of the Library**

- The Friends met on September 18.
- They will promote CFHN's Giving Challenge, scheduled for September 27.
- Pop-up book sales continue to do well with sales reaching a record high.
- They currently have 108 members.
- The Friends have agreed to sponsor dyslexia support materials.
- The Friends' next meeting is on October 16.

**10.3 Council**

- Councillor A. Hilson reported on the Guelph Street Corridor, the Garden of Hope unveiling, and the Town's Official Plan Review.
- Councillor B. Inglis reported on the 2026 budget process.

**10.4 Community Connections**

- Library staff recently gave a presentation to the Credit Valley Shrine Club. As a result of that presentation, the Club will donate \$500 to HHPL during the CFHN's Giving Challenge on September 27. A member of the Club will attend the CFHN event to present the cheque.

**10.5 Professional Associations**

C. da Rocha-Feeley reported:

- The Ontario Library Service's virtual conference for Board members is scheduled for November 20 from 6 to 8 p.m. This year's theme is "Stronger Libraries. Stronger Communities".

**10.6 Board Self-Evaluation**

- The Board Self-Evaluation Working Group reviewed best practices to develop a new Board Self-Evaluation Policy.
- The draft policy will be presented to the Board for first review (see Item No. 12.1, Report No. LBD-2025-044) with the plan to approve the policy by the end of 2025.
- The self-evaluation process will begin in January 2026.

**11.0 Financial Report**

**11.1 Month End Report – June, July, and August 2025**

As of August 2025:

- Total revenues are under budget by approximately 8.8%.
- Salaries, wages, and benefits are under budget by approximately 4.7%.
- The percentage remaining is 36.7%.
- The Library is under budget by 3.4%.

Moved By: L. Teggart

Seconded By: J. Marshall

THAT the financial month end report for June, July, and August 2025 be received.

**CARRIED**

**11.2 Report No. LBD-2025-042 re: Preliminary 2026 Operating and Capital Budget Forecast Review and Business Plan**

- The 2026 Preliminary Operating Budget has been updated in the following areas:
  - Removal of Need Identification and Assessment: Benefits for Part-time Employees, 24+ hours/week.
  - Reduction in telephone budget.
  - Addition of compensation changes.
- The 2026 Preliminary Capital Budget and Forecast has been updated in the following areas:
  - Reduction to Technology Renewal.
  - Reduction to Furniture and Equipment Renewal.
  - There were no changes to the Library Materials budget.
- The 2026 Business Plan includes:
  - An updated organization chart. There were no FTE changes.
  - A reference to municipal By-law No. 2025-0071 which establishes and defines the structure of the Library Board.
  - A change to the department overview based on core areas of service.
- On November 12, there will be a public Town Hall Budget Workshop. Board members are encouraged to attend.

Moved By: B. Cospers

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-042 dated September 18, 2025, regarding the Preliminary 2026 Operating and Capital Budget Forecast Review and Business Plan be received;

AND FURTHER THAT the Board approve the updated 2026 Preliminary Operating and Capital Budget and Forecast 2026-2035 and Business Plan.

**CARRIED**

**11.3 Report No. LBD-2025-043 re: 2024 Audited Financial Statements**

- The 2024 audited financial statements are submitted to the Ministry of Tourism, Culture, and Gaming as part of the Annual Library Survey.
- The Ministry provides the Public Library Operating Grant.
- Documented Board acceptance of the audited year-end financial statements is a requirement of the Annual Library Survey submission.

Moved By: L. Teggart

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-043 dated September 18, 2025, regarding the 2024 Audited Financial Statements be received;

AND FURTHER THAT the Board accepts the 2024 Audited Financial Statements as presented.

**CARRIED**

## **12.0 New Business**

### **12.1 Report No. LBD-2025-044 re: Policy Review: Board Self-Evaluation – First Review**

- The Board Self-Evaluation Policy is a new policy developed by the Board Self-Evaluation Working Group.
- A draft of the self-evaluation tools will be provided at the October meeting.
- There will be an individual and group assessment.
- The Board did not request any amendments to the proposed policy.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2025-044 dated September 18, 2025, regarding the Policy Review: Board Self-Evaluation – 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**

### **12.2 Report No. LBD-2025-045 re: Chief Librarian & CEO's Report – September 2025**

- The Public Town Hall Budget Workshop is on November 12.
- The Community Foundation Halton North's (CFHN) fifth annual Giving Challenge is on September 27 in the Plaza during the Downtown Georgetown Farmers' Market.
- One Book, One Halton Hills 2025 is on October 7, featuring Elamin Abdelmehmed in conversation with David A. Robertson about his book, 52 Ways to Reconcile.
- Book Bash Children's Literary Festival is on October 10 and 11.
- Following the successful unveiling of the Garden of Hope at the Georgetown Branch, the Halton Suicide Prevention Coalition has expressed interest in establishing another garden at the Acton Branch in 2026. The Coalition selects a different location in Halton Region each year.
- On October 14, the Chamber of Commerce will host Power Breakfast: Conversations with Local Leaders.

Moved By: Councillor B. Inglis

Seconded By: B. Cosper

THAT Report No. LBD-2025-045 dated September 18, 2025, regarding the Chief Librarian & CEO's Report – September 2025 be received.

**CARRIED**

**12.3 Report No. LBD-2025-046 re: Policy Review: Media Relations and Public Relations – First Review**

- The Media Relations Policy and Public Relations Policy will be consolidated into one Communications Policy.
- The Communications Policy has been updated to reflect current practices and now includes emergency communications.
- The Board did not request any amendments to the proposed policy.

Moved By: J. Marshall

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2025-046, dated September 18, 2025, regarding the Policy Review: Media Relations and Public Relations – 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**

**12.4 Memorandum No. LBM-2025-002 re: 2025 Summer Programming**  
Refer to Item No. 8.1 – 2025 Summer Programming Presentation.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Memorandum No. LBM-2025-002 dated September 18, 2025, regarding 2025 Summer Programming be received.

**CARRIED**

**13.0 Health and Safety Report**

**13.1 Memorandum No. LBM-2025-003 re: Merger and Approval of Multi-Workplace Joint Health and Safety Committee**

- Following approval from the Ministry of Labour, Immigration, Training, and Skills Development, the Town of Halton Hills' Union and Non-Union Joint Health and Safety Committees have merged.

Moved By: J. Marshall

Seconded By: B. Cospers

THAT Memorandum No. LBM-2025-003, dated September 18, 2025 regarding the merger of the Union and Non-Union Joint Health and Safety Committees of the Town of Halton Hills be received.

**CARRIED**

**14.0 Next Meeting**

October 22, 2025

7:00 p.m.

Acton Branch, Community Room

**15.0 Adjournment**

Moved By: Councillor A. Hilson

Seconded By: B. Cospers

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:07 p.m.

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

Alice Strachan, Chair  
Halton Hills Public Library Board

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

Beverley King, Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: October 22, 2025

DATED: October 22, 2025