

Halton Hills Public Library Board Meeting

Wednesday, October 2, 2024

Georgetown Branch

7:00 – 9:00 p.m.

Minutes

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

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

Guests: Emma Lupinacci, Allison Rosie, Bailey Shaw

1.0 Call to Order

B. Cospers declared that a quorum was present and called the meeting to order at 7:03 p.m.

2.0 Land Acknowledgement

C. da Rocha-Feeley read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Item No. 8.1 and Item No. 12.4 were moved and discussed prior to Item No. 4.0.

Moved By: Councillor A. Hilson

Seconded By: A. Strachan

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: Councillor A. Hilson

Seconded By: K. Medenblik

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on June 26, 2024

5.2 Confidential minutes of the Library Board meeting held on June 26, 2024

5.3 Minutes of the Advocacy Committee meeting held on June 3, 2024

5.4 Minutes of the Advocacy Committee meeting held on July 23, 2024

CARRIED

6.0 Consent Agenda
NIL

7.0 Correspondence

7.1 Email from M. Kindbom (August 15, 2024) re: Resignation from Board

- The Board accepted M. Kindbom’s resignation.
- In appreciation of M. Kindbom’s service, the library will dedicate a book in his name.
- In keeping with the Public Library Act, which requires a minimum of five members, the Board agreed to keep the number of members at 10 for the remainder of the term and not fill the vacancy.
- Staff will inform the Town’s Clerks department about the vacancy.

8.0 Presentation/Delegations

8.1 Summer Programming (Refer to Item No. 12.5, Memo No. LBM-2024-002)

- Youth Services Librarian, E. Lupinacci; Children’s Services Librarian, B. Shaw, and summer student, A. Rosie, presented highlights from the library’s 2024 summer programming. Key points included:
 - The annual Summer Reading Challenge and TD Summer Reading Club, with an outer space theme, attracted 950 participants.
 - Experiential exhibits such as the Tech Petting Zoo and Space to Spoon exhibition were popular.
 - Staff engaged with the community through visits to municipal camps, community groups, and collaborations with EarlyON and Links2Care.
 - Youth programs featured activities such as a murder mystery escape room, DIY activities, and movie screenings.
 - Adult and all-ages events included a Murder Mystery Guest Party, a Bike Repair workshop, and participation in community events like Pridefest and the Acton Leathertown Festival.
 - A highlight video was shared with the Board.

9.0 Business Arising
NIL

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- The Committee met on July 23 and September 16.
- They reviewed the advocacy-specific objectives of the Board which will be discussed at the October 23 Board meeting.
- Staff are finalizing instructions to send to Council regarding how they can book meeting spaces at the library.
- The Committee will meet next on November 1.

10.2 Friends of the Library (FOL)

L. Teggart reported that:

- The revised by-laws were approved.
- The summer book sales were successful, with generous donations of quality books. Repeat customers have been buying books and then donating them back. Visitors from outside Halton Hills attend the book sales every few weeks.
- The Friends are well supported at their book sales, but welcome Board members to join if they'd like to get involved.
- The Friends will meet next on October 17.

10.3 Council

Councillor A. Hilson shared an update on:

- The recent designation of multiple heritage buildings and Council's commitment to designating more buildings.
- Zoning by-law changes near Hornby Road and Eighth Line to support future employment opportunities.
- Public meetings to discuss building fees increases and additional residential units, amending the Town's Official Plan.

Councillor B. Inglis shared an update on:

- Development plans for Southwest Georgetown.
- The budget process and the Let's Talk public consultation.
- The Town's decision to implement automated speeding enforcement.

10.4 Community Connections

- C. da Rocha-Feeley shared that while in the Teen Lounge, she overheard a father and son discussing the library's offerings. She let them know how they can discover more youth activities by searching the Program Calendar on the library's website.
- B. Cospier let her new neighbours from France know about the library's French language programming and resources.
- B. Cospier and K. Medenblik participated in the Hope in Every Step fundraiser on September 15. Councillor A. Hilson was involved in organizing the event in partnership with Halton Women's Place.

10.5 Professional Associations

C. da Rocha-Feeley reported that:

- She will be attending a meeting of the Ontario Library Service Board later in October.
- The Chair of the Ontario Library Service Board and CEO attended Minister Cho's announcement on October 2:
 - The announcement highlighted increased funding for First Nations public libraries.
 - They emphasized the importance of public libraries as community hubs.
 - Enhanced funding will be provided to eligible First Nations public libraries through two existing library support programs: the First Nations Salary Supplement and the Public Library Operating Grant.
 - The announcement coincides with First Nations Public Library Week.

11.0 Financial Report

11.1

As of August 2024:

- Total revenues are under budget by approximately 15%.
- Salaries, wages, and benefits are under budget by 6.2%.
- Materials and supplies are over budget by approximately 15%.
- It was noted that the Website and Technology Renewal capital projects are underspent as the project is being delayed. Funds will be carried forward to 2025 to purchase a print management and reservations system and associated equipment.
- The library is under budget by approximately 5%.

Moved By: Councillor B. Inglis

Seconded By: C. da Rocha-Feeley

THAT the financial month end reports for June, July, and August 2024 be received.

CARRIED

11.2 Report No. LBD-2024-033 re: 2025 Preliminary Operating and Capital Budget and Forecast 2025-2034 Update

- The 2025 Preliminary Operating Budget has been updated in the following areas:
 - Increased telephone budget
 - Increased audit fees budget
 - Removed Need Identification and Assessment for benefits for part-time employees (24+ hours/week)
- The 2025 Preliminary Capital Budget and Forecast has updated the project amounts for the following initiatives:
 - Website Refresh
 - Upgrade of Integrated Library System
 - Technology Renewal
 - There were no changes to Library Materials
- The Board agreed that a special meeting of the Board may be required to discuss possible budget amendments. Board members may also post on the Let's Talk platform.

Moved By: C. da Rocha-Feeley

Seconded By: A. Strachan

THAT Report No. LBD-2024-033 dated September 26, 2024, regarding the 2025 Preliminary Operating and Capital Budget and Forecast 2025-2034 Update be received;

AND FURTHER THAT the Board approve the updated 2025 Preliminary Operating and Capital Budget and Forecast 2025-2034 as presented.

CARRIED

12.0 New Business

12.1 Election of Vice Chair

- C. da Rocha-Feeley expressed interest in the role of Vice Chair of the Halton Hills Public Library Board.
- As there were no further nominations, B. Cosper declared C. da Rocha-Feeley to be the Vice Chair of the Halton Hills Public Library Board, by acclamation.

12.2 Report No. LBD-2024-034 re: Board By-laws – First Review

Deferred to the next meeting of the Library Board.

12.3 Report No. LBD-2024-035 re: 2023 Halton Hills Public Library Annual Report

- B. King presented a draft of the library's 2023 Annual Report.
- It will be included in the October 28 Council meeting.
- Staff will finalize the annual report earlier in the year so that it can be presented to Council in May.
- There was a suggestion that "key accomplishments" be reworded.

Moved By: L. Teggart

Seconded By: J. Marshall

THAT Report No. LBD-2024-035 dated September 26, 2024, regarding the 2023 Halton Hills Public Library Annual Report be received.

CARRIED

12.4 Memo No. LBM-2024-002 re: 2024 Summer Programming

Refer to Item No. 8.1 – Summer Programming Presentation.

Moved By: E. Daly

Seconded By: Councillor A. Hilson

THAT Memo No: LBM-2024-002 dated September 26, 2024, regarding the 2024 Summer Programming be received.

CARRIED

12.5 Report No. LBD-2024-036 re: 2024 Quarter 2 Metrics

Deferred to the next meeting of the Library Board.

12.6 Report No. LBD-2024-037 re: Chief Librarian & CEO's Report – September 2024

Deferred to the next meeting of the Library Board.

13.0 In Camera

13.1 Confidential re: Personnel Matter

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

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

- Confidential verbal update regarding personnel matters about an identifiable individual.

CARRIED

Moved By: A. Strachan
Seconded By: E. Daly

THAT the meeting move Out of Camera.

CARRIED

Motion to approve In Camera items:

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

THAT the recommendations contained in the following Confidential Report from the October 2, 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 October 2, 2024.

- Confidential Verbal Update regarding personnel matters about an identifiable individual.

CARRIED

14.0 Health and Safety Report
NIL

15.0 Next Meeting
October 23, 2024
7:00 p.m.
Georgetown Branch, Boardroom

16.0 Adjournment

Moved By: K. Medenblik
Seconded By: Councillor B. Inglis

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:14 p.m.

Signed: _____

Betsy Cosper, Chair
Halton Hills Public Library Board

Signed: _____

Beverley King, Chief Librarian & CEO
Halton Hills Public Library

APPROVED: October 23, 2024

DATED: October 23, 2024