

Halton Hills Public Library Board Meeting

Wednesday, October 22, 2025

Acton Branch

7:00 – 9:00 p.m.

Minutes

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

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

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

Councillor A. Hilson read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

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: Councillor B. Inglis

Seconded By: C. da Rocha-Feeley

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on September 24, 2025

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

CARRIED

6.0 Consent Agenda

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT the following Consent items from the October 22, 2025 Library Board meeting are hereby adopted:

6.1 Report No. LBD-2025-047 re: Policy Review: Board Self-Evaluation – Second Review

6.2 Report No. LBD-2025-048 re: Policy Review: Media Relations and Public Relations – Second Review

CARRIED

7.0 Correspondence

NIL

8.0 Presentation/Delegations

NIL

9.0 Business Arising

NIL

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- A summarized version of the September cause selling presentation was provided.
- HHPL is currently in the prospecting phase of the fundraising process.
- Staff will update the potential donor and influencer forms as requested by the Board. Board members are encouraged to complete the forms by December 3.
- The Committee's next meeting is on November 3.

10.2 Friends of the Library

- The Friends met on October 16.
- Several donations were received during the Community Foundation of Halton North's Giving Challenge on September 27.
- Book sales have done well throughout the year.
- Pop-up book sales held during the Downtown Georgetown Farmers Market have ended for the year due to the cold weather. The Friends noted that the closure of Church Street during the Market positively impacted sales.
- The Friends' next meeting is on November 20.

10.3 Council

- Councillor A. Hilson reported on the Town's Official Plan and the Sustainable Neighbourhood Action Plan (SNAP).
- Councillor B. Inglis reported on automated speed enforcement.

10.4 Community Connections

- K. Medenblik reported receiving positive feedback from a resident who appreciates that the Library offers swim passes available for borrowing.
- T. Smith, an Art at the Library adjudicator, noted a decline in submissions compared to previous years.

- B. Cospser and B. King attended the Chamber of Commerce Power Breakfast: Conversations with Local Leaders on October 14.

10.5 Professional Associations

Councillor A. Hilson reported on the Ontario Library Board Association (OLBA):

- Planning is underway for the OLA Super Conference's annual Library Board Trustee Boot Camp, scheduled for Saturday, January 31, from 9:00 a.m. to 4:00 p.m. Discussions will focus on the impact of Strong Mayor Powers on libraries, budgets, and municipal elections. Councillor A. Hilson will assume the role of OLBA President in January.
- Thunder Bay Public Library recently implemented an AI-enabled camera system to identify underutilized areas within the library to help guide decisions for future improvements.

C. da Rocha-Feeley reported on the Ontario Library Service (OLS):

- The next Board meeting is on October 25, where the evaluation committees will recommend transitioning to a permanent governance committee.
- Board assembly meetings will start the last week of October.
- The Board approved staggered terms, and current vacancies will be up for election in Spring 2026.
- The OLS Virtual Conference for Public Library Board Members is on November 25 from 6:00 to 8:00 p.m.
- The Ministry announced an increase to the Connectivity Fund, expanding eligibility to First Nations and rural municipal public libraries.

B. King reported:

- The Ontario Library Association (OLA) has restructured into four sectors: public, academic, special, and school libraries. They have created broader community interest groups for all sectors.
- Historically, the Federation of Ontario Public Libraries (FOPL) and OLA have collaborated on advocacy efforts. This partnership will continue, with FOPL taking on a more prominent advocacy role.

11.0 Financial Report

11.1 Month End Report – September 2025

As of September 2025:

- Total revenues are under budget by approximately 13%.
- Salaries, wages, and benefits are under budget by approximately 6%.
- Materials and supplies are ahead by 13%.
- The percentage remaining is 4.6%.

Moved By: T. Smith

Seconded By: L. Teggart

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

CARRIED

11.2 Preliminary 2026 Operating and Capital Budget Forecast and Business Plan Update

- There are no changes to the Library's proposed 2026 budget.
- The Mayor will table the budget on November 3.
- Budget and business plan presentations are on November 10.
- A public Town Hall Budget Workshop is on November 12.
- The Board has the opportunity to delegate to Council on December 1.

12.0 New Business

12.1 Report No. LBD-2025-049 re: Board Self-Evaluation Tools

- The Working Group proposed individual and Board Self-Evaluation tools based on recommendations from the Ontario Library Service and best practices.
- A comments field will be incorporated to capture feedback outside of the numerical rating.
- The evaluation tools will launch in February 2026 with results shared with the Board in March.
- Action items will be established based on the Board's collective responses.
- Tracking and reporting on progress of the Board's objectives will be managed separately from the annual self-evaluation process.

Moved By: K. Medenblik

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2025-049 dated October 17, 2025, regarding the Board Self-Evaluation Tools be received;

AND FURTHER THAT the Board approves the Board Self-Evaluation Tools.

CARRIED

12.2 Report No. LBD-2025-050 re: Library Services Centre Surplus Asset Distribution

- HHPL worked with Library Services Centre (LSC), a not-for-profit library vendor, for over 40 years.
- LSC initiated a voluntary dissolution and appointed BDO Canada Ltd. as liquidator.
- Surplus assets will be distributed equally among 108 member libraries, including HHPL. Unclaimed funds will be divided between OLA and FOPL.
- The liquidator has not yet established a timeline for distribution.

Moved By: T. Smith

Seconded By: J. Marshall

THAT Report No. LBD-2025-050 dated October 17, 2025, regarding the Library Services Centre Surplus Asset Distribution be received;

AND FURTHER THAT the Board directs staff to allocate any surplus assets received through the Library Services Centre liquidation process to the Halton Hills Public Library Foundation.

CARRIED

12.3 Report No. LBD-2025-051 re: Proposed 2026 Closure Schedule

- It was noted that the report incorrectly lists the date for the Labour Day closure.
- As Family Day falls on a Monday, the Acton Branch will open outside of its regular schedule.
- The annual staff development closure will be adjusted to align with the Halton Equity and Diversity Roundtable (HEDR) Conference, which will be held at the Halton Hills Public Library and Cultural Centre on June 3 and 4. The Library and Town are partnering with HEDR to host the event. Library staff will attend at least one of the two conference days. The Georgetown Branch will be closed during the day and open in the evening. The Acton Branch will remain open both days.
- T. Smith formally opposed the Library's closure on National Day for Truth and Reconciliation.

Moved By: C. da Rocha-Feeley

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2025-051 dated October 17, 2025, regarding the Proposed 2026 Closure Schedule be received;

AND FURTHER THAT the Board approves the 2026 Closure Schedule.

CARRIED AS AMENDED

12.4 Report No. LBD-2025-052 re: Proposed 2026 Board Meeting Schedule

- In place of the January meeting, Board members are invited to attend the OLA Super Conference Trustee Boot Camp on Saturday, January 31, from 9:00 a.m. to 4:00 p.m.
- The February meeting will return to a regular Board meeting.
- Board members are welcome to attend the HEDR Conference on June 3 and 4.
- Typically, the Board does not meet during the summer months. Tentative dates will be assigned to July and August should the Chair choose to call a meeting.
- A tentative meeting date will be held in early December if a meeting is required.

Moved By: Councillor B. Inglis

Seconded By: J. Marshall

THAT Report No. LBD-2025-052 dated October 17, 2025, regarding the Proposed 2026 Board Meeting Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2026 Board Meeting Schedule.

CARRIED

12.5 Report No. LBD-2025-053 re: Chief Librarian & CEO Report – October 2025

- The new integrated library system launched on October 22, with the new HHPL app available in the App Store and Google Play by the end of the month.
- Ontario Public Library Week runs October 19-25.
- The Northern Cardinal was selected as the official Town Bird of Halton Hills.

- The One Book, One Halton Hills event was well attended, with over 150 community members joining a discussion between author David A. Robertson and CBC's Elamin Abdelmahmoud at the John Elliott Theatre on October 7.
- Hundreds of children and families attended the Book Bash Canadian Children's Literature Festival on October 10 and 11.
- The University and College Fair will be held at the Georgetown Branch on October 24 and 25.
- Author and actor R. H. Thompson will speak on November 18 as part of the Halton Hills Lecture Series.

Moved By: C. da Rocha-Feeley

Seconded By: T. Smith

THAT Report No. LBD-2025-053 dated October 17, 2025, regarding the Chief Librarian & CEO's Report – October 2025 be received.

CARRIED

12.6 Report No. LBD-2025-054 re: Policy Review: Occupational Health and Safety – First Review

- The Occupational Health and Safety Policy is legislatively required to be reviewed annually.
- The updated policy includes new sections on roles and responsibilities, scope, and related resources, as well as updated information on training.
- The name of the committee has been updated to the Multi-Workplace Joint Health and Safety Committee (MWJHSC).
- The Board did not request any amendments.

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

THAT Report No. LBD-2025-054 dated October 17, 2025, regarding the Policy Review: Occupational Health and Safety – First Review be received;

AND FURTHER THAT the Board direct staff to make any proposed changes and bring the revised policy back to the Board for a second review and approval.

CARRIED

12.7 Report No. LBD-2025-055 re: Policy Review: Children's and Youth Services and Safety and Security of Children and Vulnerable Adults – First Review

- The Children's and Youth Services Policy and the Safety and Security of Children and Vulnerable Adults Policy have been consolidated into one policy called Safety and Wellbeing of Children and Youth.
- Revisions include new sections to reflect best practices.
- Staff will update the policy based on feedback from the Board and bring the policy back for a second review.

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

THAT Report No. LBD-2025-055, dated October 17, 2025, regarding the Policy Review: Children’s and Youth Services and Safety and Security of Children and Vulnerable Adults – First Review be received;

AND FURTHER THAT the Board directs staff to make any proposed changes and bring the revised policy back to the Board for a second review and approval.

CARRIED

13.0 Health and Safety Report
NIL

14.0 Next Meeting
November 26, 2025
7:00 p.m.
Offsite: The Red Harp, Acton

15.0 Adjournment

Moved By: B. Cosper
Seconded By: L Teggart

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.

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

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

APPROVED: November 26, 2025
DATED: November 26, 2025