

Halton Hills Public Library Board Meeting

Wednesday, October 23, 2024

Georgetown Branch

7:00 – 9:00 p.m.

Minutes

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

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

Regrets: Erica Daly, Jane Marshall, Keith Medenblik

1.0 Call to Order

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

2.0 Land Acknowledgement

Councillor A. Hilson read an Indigenous Land Acknowledgment.

3.0 Approval of Agenda

Moved By: A. Strachan

Seconded By: Councillor B. Inglis

THAT the agenda be approved.

CARRIED

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: T. Smith

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on October 2, 2024

5.2 Confidential minutes of the Library Board meeting held on October 2, 2024

CARRIED AS AMENDED

6.0 Consent Agenda

Moved By: A. Strachan

Seconded By: C. da Rocha-Feeley

THAT the following Consent items from the October 23, 2024 Library Board meeting are hereby adopted.

6.1 Report No. LBD-2024-037 re: Chief Librarian & CEO Report – September 2024

6.2 Report No. LBD-2024-036 re: 2024 Q2 Metrics

6.3 Caledon Public Library – October 3, 2024 Presentation: Intellectual Freedom and Libraries in a Time of Polarization: What are Boards to Do?

CARRIED

7.0 Correspondence

NIL

8.0 Presentation/Delegations

8.1 HHPL Board Objectives (Refer to Item No. 9.1, Report No. LBD-2024-039 re: HHPL Board Objectives)

- A. Strachan led a brainstorming workshop on the Board's objectives for the remainder of their term.
- Objectives are informed by HHPL's Strategic Plan.
- The Board supports measuring achievements where possible, even if not all objectives are quantifiable.
- Board members who missed the workshop can provide feedback.

9.0 Business Arising

9.1 Report No. LBD-2024-039 re: HHPL Board Objectives

- This report accompanied the Board Objectives workshop (Item No. 8.1).
- The Board Objectives are developed to support HHPL's mission, vision, and values and advance the strategic priorities and goals of the 2023-2027 Strategic Plan.

Moved By: Councillor A. Hilson

Seconded By: T. Smith

THAT Report No. LBD-2024-039 dated October 18, 2024, regarding the Halton Hills Public Library Board Objectives be received.

CARRIED

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

- B. King presented a draft of the proposed updated by-laws.
- The Town Clerk recommended updates to ensure that the governance framework is current and comprehensive.
- Proposed amendments include:
 - Shortening the municipal by-law to be more general and incorporating governance policies to manage detailed content that is subject to change.
 - Clear guidelines on the Board’s composition.
 - Statement on the ideal representation of the Board as it relates to diversity and expertise.
 - Acknowledging that the Public Library Act supersedes the municipal by-law.
- Staff will provide a revised version of the by-law and a draft procedural by-law in January 2025.

Moved By: A. Strachan

Seconded By: C. da Rocha-Feeley

THAT Report No. LBD-2024-034 dated September 26, 2024, regarding the Board By-laws – First Review be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to revise the proposed by-laws based on the feedback received during the first review process and bring the revised by-law back to the Board for a second review.

CARRIED

10.0 Updates – including Sub-committees

10.1 Advocacy Committee

- The committee has not met. They have a tentative meeting scheduled for November 1 to review the Board Objectives.

10.2 Friends of the Library (FOL)

L. Teggart reported that:

- The Friends met on October 17.
- The updated by-laws have been filed.
- Pop-up book sales have ended for this year. The Friends thank the community for their support and encourage residents to follow them on social media.
- A fall newsletter was sent out recently and another will be sent in the spring.
- The Friends will meet next on November 28.

10.3 Council

Councillor A. Hilson reported that:

- A consultant will be making recommendations for the Town’s Official Plan process.
- A feasibility review for 30 km/hour zones was conducted. Staff are recommending this be approved in school zones and community safety zones.

- B. Cospers and B. King will present HHPL's 2023 Annual Report at the October 28 Council meeting.

Councillor B. Inglis reported that:

- Residents are encouraged to attend the ward meetings to provide input on the budget.
- The fireworks ban will be determined at the October 28 Council meeting.
- B. King presented HHPL's Business Plan at the October 21 Council workshop.

10.4 Community Connections

- Board members shared recent community connections.

10.5 Professional Associations

C. da Rocha-Feeley reported that:

- The Ontario Library Service's Public Library Board Virtual Conference is on October 24.
- The Board Assembly's next meeting is on October 26.

11.0 Financial Report

11.1 Month End Report – September 2024

As of September 2024:

- Total revenues are under budget by approximately 17%.
- Salaries, wages, and benefits are under budget by 7%.
- Materials and supplies are over budget by approximately 23%.
- The library is under budget by approximately 4.9%.

Moved By: Councillor A. Hilson

Seconded By: L. Teggart

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

CARRIED

11.2 Report No. LBD-2024-040 re: 2023 Audited Financial Statements

- The 2023 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 approval of the audited year-end financial statements is a requirement of the Annual Library Survey submission.

Moved By: Councillor A. Hilson

Seconded By: A. Strachan

THAT Report No. LBD-2024-040 dated October 18, 2024, regarding the 2023 Audited Financial Statements be received;

AND FURTHER THAT the Library Board accepts the 2023 Audited Financial Statements as presented.

CARRIED

12.0 New Business

12.1 Report No. LBD-2024-041 re: Proposed 2025 Closure Schedule

- B. King presented the proposed 2025 closure schedule, noting that the library will be open special hours on Family Day and closed on November 10 for Staff Development Day.

Moved By: L. Teggart

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2024-041 dated October 18, 2024, regarding the Proposed 2025 Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2025 Closure Schedule.

CARRIED

12.2 Report No. LBD-2024-042 re: Proposed 2025 Board Meeting Schedule

- The Library Board meets on the fourth Wednesday of the month.
- The February meeting of the Board will be a professional development workshop.
- The Board requested that the April, May, and October meetings be held at the Acton Branch.

Moved By: A. Strachan

Seconded By: T. Smith

THAT Report No. LBD-2024-042 dated October 18, 2024, regarding the Proposed 2025 Board Meeting Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2025 Board Meeting Schedule.

CARRIED AS AMENDED

12.3 Report No. LBD-2024-043 re: Policy Review: Occupational Health and Safety – First Review

- The Occupational Health and Safety Policy was reviewed and updated to improve clarity.

Moved By: Councillor B. Inglis

Seconded By: A. Strachan

THAT Report No. LBD-2024-043 dated October 18, 2024, regarding the Policy Review: Occupational Health and Safety 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 Report No. LBD-2024-044 re: Chief Librarian & CEO's Report – October 2024

- The Ontario Library Service Virtual Conference is on October 24 from 6-9 p.m.
- The library card campaign is increasing awareness among families and youth.
- The Town received a grant from Nature Canada to pilot the installation of bird decals at the Acton Branch, with a "Learn About Birds" event on October 26.
- On October 26, HHPL will host a themed storytime and craft session before Masquerade on Main.
- HHPL's annual Winter Wonder event is on November 30.
- The Reading Buddies program is returning in November and volunteers with experience working with children are being recruited.

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

THAT Report No: LBD-2024-044 dated October 18, 2024, regarding the Chief Librarian & CEO's Report – October 2024 be received.

CARRIED

13.0 Health and Safety Report
NIL

14.0 Next Meeting
November 27, 2024
7:00 p.m.
Georgetown Branch, Boardroom

15.0 Adjournment

Moved By: A. Strachan
Seconded By: L. Teggart

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:06 p.m.

Signed: _____
Betsy Cosper, Chair
Halton Hills Public Library Board

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

APPROVED: November 27, 2024
DATED: November 27, 2024