

**Halton Hills Public Library Board Meeting**

Wednesday, November 27, 2024

Georgetown Branch

7:00 – 9:00 p.m.

**Minutes**

**Members Present:** Betsy Cosper (Chair), Erica Daly, Christina da Rocha-Feeley (Vice Chair),  
Councillor Alex Hilson, Jane Marshall, Keith Medenblik, Alice Strachan,  
Lisa Teggart

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

**Regrets:** Councillor Bob Inglis, Tamara Smith

**1.0 Call to Order**

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

**2.0 Land Acknowledgement**

B. Cosper read an Indigenous Land Acknowledgment.

**3.0 Approval of Agenda**

- B. King added Item No. 9.3 re: 2025 Board Meeting Schedule.

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: E. Daly

Seconded By: C. da Rocha-Feeley

THAT the following minutes are hereby approved:

**5.1** Minutes of the Library Board meeting held on October 23, 2024

**CARRIED**

**6.0 Consent Agenda**

Moved By: J. Marshall  
Seconded By: A. Strachan

THAT the following Consent item from the November 27, 2024 Library Board meeting are hereby adopted.

**6.1 Report No. LBD-2024-045 re: 2025 Key Agenda Items**

**CARRIED**

**7.0 Correspondence**

NIL

**8.0 Presentation/Delegations**

NIL

**9.0 Business Arising**

**9.1 Report No. LBD-2024-046 re: HHPL Board Objectives**

- Follow-up on the previous discussions regarding Board objectives.
- Objectives will be reviewed quarterly to monitor progress and updated annually as needed.
- The Chair and Vice Chair will identify measurable objectives and metrics. They will also consider additional ways to notify the Board of upcoming community events beyond the monthly Chief Librarian and CEO Report.
- Discussed a potential presentation on the library's community partners.

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

THAT Report No. LBD-2024-046 dated November 22, 2024, regarding the Halton Hills Public Library Board Objectives be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Board objectives.

**CARRIED**

**9.2 Report No. LBD-2024-047 re: Occupational Health and Safety – Second Review**

- The Occupational Health and Safety Policy was updated for clarity and current practices, with minor editorial changes.

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

THAT Report No. LBD-2024-047 dated November 22, 2024, regarding the Policy Review: Occupational Health and Safety be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revised Occupational Health and Safety Policy.

**CARRIED**

**9.3 2025 Board Meeting Schedule**

- April and May meetings rescheduled from Acton Branch to Georgetown due to scheduling conflicts.
- Invites will be updated and the revised schedule to be included in January 2025 consent agenda.

**10.0 Updates – including Sub-committees**

**10.1 Advocacy Committee**

- The Committee will schedule a meeting in the new year to focus on advocacy-specific objectives now that the Board's objectives have been finalized.

**10.2 Friends of the Library (FOL)**

L. Teggart reported that:

- The Friends will meet next on November 27.

**10.3 Council**

Councillor A. Hilson reported that:

- At the November 18 Council meeting:
  - An announcement was made about the library's Winter Wonder event on November 30.
  - The Georgetown GO secondary plan is moving forward, with an open house meeting on November 27 to discuss building a high-rise in that area.
  - A consultant has been hired for the Guelph Street secondary plan.
- There will be a budget meeting on December 2 and a special Council meeting to review the budget on December 3.
- The next Council meeting is on December 9.

**10.4 Community Connections**

NIL

**10.5 Professional Associations**

C. da Rocha-Feeley reported that:

- The Ontario Library Service Board Assembly's Fall 2024 meeting took place on October 26. A key discussion was about engaging with local libraries and strengthening connections.

- The slide deck from this meeting, along with another regarding policy development, is available in the resources section of the Board portal.
- She will be chairing a sub-committee of the OLS Board that focuses on Board self-evaluation. The sub-committee's first meeting is scheduled for November 28.

## 11.0 Financial Report

### 11.1 Month End Report – October 2024

As of October 2024:

- Total revenues are approximately 23% under budget.
- Salaries, wages, and benefits are 8% under budget.
- Materials and supplies are approximately 20% over budget.
- Overall, the library is approximately 6.1% under budget.
- At year end the library is forecasted to be 2.9% under budget.

Moved By: K. Medenblik

Seconded By: A. Strachan

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

**CARRIED**

### 11.2 Report No. LBD-2024-048 re: 2025 Budget Update

- The Mayor tabled her budget on November 4.
- The Mayor's budget reduced the Library Materials Capital Project by \$15,000.
- Council will hold a Budget Committee meeting on December 2. B. Cospser, Chair of the Library Board, will delegate to Council at this meeting. All Board members are welcome to attend.
- The budget will be reviewed at a special Council meeting on December 3.
- December 6 is the last day the Mayor can veto amendments. If the Mayor chooses not to veto, the budget will be passed on December 3. If the Mayor chooses to veto, there will be a special meeting on December 16.
- Discussed how budget amendments will impact the level of service the library can provide to the community.

Moved By: K. Medenblik

Seconded By: L. Teggart

THAT Report No. LBD-2024-048 dated November 22, 2024, regarding the 2025 Budget Update be received.

**CARRIED**

## 12.0 New Business

### 12.1 Report No. LBD-2024-049 re: 2025 Personnel Policy Manual (PPM) Revisions

- The Personnel Policy Manual (PPM) is reviewed annually.

- Amendments reflect changes in legislation, housekeeping fixes, and best practices.
- Approved changes will be incorporated into the 2025 PPM, effective January 1, 2025.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2024-049 dated November 22, 2024, regarding the 2025 Personnel Policy Manual (PPM) Revisions be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Halton Hills Public Library's 2025 Personnel Policy Manual.

**CARRIED**

**12.2 Report No. LBD-2024-050 re: 2023 Library Comparator Statistics**

- Comparator statistics serve as a tool to monitor trends in HHPL's facility uses, collections, programs, and services compared with other libraries, aiding in the planning of future strategic initiatives.
- HHPL ranks favourably compared to libraries with similar populations and per capita support.
- In most categories, HHPL ranked within the top four.
- The data highlights the need to focus efforts on increasing the number of active library cardholders and titles per capita.

Moved By: A. Strachan

Seconded By: J. Marshall

THAT Report No. LBD-2024-050 dated November 22, 2024, regarding the 2023 Library Comparator Statistics be received.

**CARRIED**

**12.3 Report No. LBD-2024-051 re: Policy Review: Resource Sharing Policy, Collections Management Policy, and Borrowing Policy – First Review**

- The Resource Sharing Policy will be rescinded, and the information contained in this policy will be incorporated into the Collections Management and Borrowing policies.
- These policies will come back for a second review at the January 2025 Board meeting.

Moved By: L. Teggart

Seconded By: K. Medenblik

THAT Report No. LBD-2024-051 dated November 22, 2024, regarding Policy Review: Resource Sharing Policy, Collections Management Policy, Borrowing Policy – First Review be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to make any proposed changes and bring the revised policies back to the Board for a second review and approval.

**CARRIED**

**12.4 Report No. LBD-2024-052 re: 2024 Quarter 3 Metrics**

- The report was approved as presented.

Moved By: K. Medenblik

Seconded By: Councillor A. Hilson

THAT Report No. LBD-2024-052 dated November 22, 2024, regarding the 2024 Quarter 3 Metrics be received.

**CARRIED**

**12.5 Report No. LBD-2024-053 re: Chief Librarian & CEO's Report – November 2024**

- The library received \$2,500 from the Community Foundation Halton North's annual fundraising webathon in September. These funds will go towards the HHPL Foundation.
- The 2025 Ontario Library Association Super Conference offers Board-specific content on February 1. Board members should inform staff if they are interested in attending.
- Winter Wonder will take place on November 30 in collaboration with Downtown Georgetown BIA's Holiday Market. Both branches will offer family-friendly activities and appearances by popular children's characters Bluey and Bingo.
- A new welcome desk has been introduced at the Georgetown Branch to enhance customer service in the lobby.
- The Winter Program Guide is available with program registration opening on December 3.
- The Halton Hills Chamber of Commerce is hosting the Mayor's State of the Town address on December 12.
- The library hosted the Small Urban Greater Toronto and Hamilton Area (GTHA) Mayor's meeting on November 15.
- The Out of the Cold program returned to Knox Presbyterian Church on November 17.

Moved By: J. Marshall

Seconded By: E. Daly

THAT Report No: LBD-2024-053 dated November 22, 2024, regarding the Chief Librarian & CEO's Report – November 2024 be received.

**CARRIED**

**13.0 Health and Safety Report**  
NIL

**14.0 Next Meeting**  
January 22, 2025  
7:00 p.m.  
Georgetown Branch, Boardroom

**15.0 Adjournment**

Moved By: J. Marshall  
Seconded By: L. Teggart

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:06 p.m.

**Signed:** \_\_\_\_\_  
Betsy Cospers, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Beverley King, Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: January 22, 2025  
DATED: January 22, 2025