

Halton Hills Public Library Board
Wednesday, January 8, 2020
Georgetown Branch – Board Room
7:00 p.m.
Minutes

Present: Ted Brown, Lisa Caissie, Larry Hawes, Matt Kindbom, Keith Medenblik, Joanna Meler, James Schumacker, Tamara Smith (Chair), Marilyn Willis

Staff Present: Geoff Cannon, Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King

Regrets: Betsy Cospers, Ann Lawlor

1.0 Declaration of Quorum

- T. Smith declared a quorum was present and called the meeting to order at 7:00p.m.

2.0 Approval of Agenda

- Addition of New Business 13.4) PSAB Forms (GC)
- There was consensus to approve the agenda as amended.

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 December 11, 2019

Moved by L. Caissie
Seconded by M. Willis

01/08/20-1

That the Minutes of December 11, 2019 be approved.

CARRIED

4.2 In Camera December 11, 2019

Moved by K. Medenblik
Seconded by T. Brown

01/08/20-2

That the In Camera Minutes of December 11, 2019 be approved.

CARRIED

5.0 Consent Agenda

Moved by M. Kindbom

That Consent Agenda item:

5.1 Memo No. LBM-2020-002 re: Revisions to Bylaw Articles 4,
10 per Bill 132

be approved.

Seconded by T. Brown

01/08/20-3

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Board Policy Revision: Programming Policy

- G. Cannon presented for Board consideration, the Programming Policy revised as discussed at the December 11, 2019 Board meeting.

Moved by J. Schumacker

That the Board approve the revised Programming Policy as presented.

Seconded by L. Caissie

01/08/20-4

CARRIED

7.2 SOLS Trustee – Board Representation

- As discussed at the December meeting, G. Cannon noted that B. Cospers will be unavailable to attend the next quarterly SOLS Trustee meeting on April 25, 2020. Board members will consider and notify G. Cannon if they would be like to attend this meeting in B. Cospers' place.

8.0 Executive Search Sub-Committee (ESSC) Report

- K. Medenblik reported that the ESSC will be having their first meeting with the executive search firm on Monday, January 13th.

9.0 Council Update

- No report.
- G. Cannon noted that the capital reserve request for the Acton Branch Reading Deck will be presented to the Community and Corporate Affairs Committee on January 13th.

10.0 Friends of the Library Update

- M. Kindbom reported that the next meeting of the Friends of the Library is scheduled for January 23, 2020.

11.0 Community Connections Update

- K. Medenblik reported that the Trivia Night hosted by HHPL at the Furnace Room on January 3rd was very well-attended. B. King noted that staff had informed her that many attendees had been unaware of many of the services the library offers. Another event is being planned.
- M. Kindbom attended a community meeting regarding the Lucy Maude Montgomery Museum that is being established in Norval in partnership with the University of Guelph. B. King reported that the University of Guelph will be holding related workshops at the Georgetown Branch using the archives in the Local History Room.

12.0 Financial Report

12.1 Month End Report

- G. Cannon reported that spending is at the expected level.
- Status of Capital projects:
 - Technology renewal purchases are in process
 - Esquering Map restoration is expected to begin in June
 - Acton Branch Reading Deck is expected to be completed in the spring
 - Installation of the Acton Branch marquee is in process
- Letters from the Board seeking community business support of the Acton Reading Deck will be sent out next week.
- The Month End Report was received as information.

13.0 New Business

13.1 Memo No. LBM-2020-001 re: Programs and Services for those with Autism

- D. Davey presented Memo No. LBM-2020-001 to provide the Board with information regarding staff training and proposed services and programs to support people living with Autism Spectrum Disorder (ASD). In addition to providing a collection to support those with ASD, staff have met with Woodview Mental Health and Autism Service in Burlington, and they have agreed to work with HHPL to assist in additional learning about ASD and possibly develop programs such as “Spectrum” or “Sensory” storytimes, as well as other services that could be provided by the Library.
- C. Hanman noted that the Library had previously investigated Magnus Cards, a software application that breaks complex tasks into easy to follow, visual steps. HHPL was unable to proceed with this service due to associated costs. Town staff are now considering introducing this service and it is hoped that the library will be included in this project.

13.2 2019 Board Objectives Review

- The Board reviewed the status of their 2019 Objectives. G. Cannon highlighted the programs and services that contributed to the significant progress or completion of most initiatives.

Outstanding items:

- Review of Indigenous framework for the Library:
 - Development of this framework is continuing and will be ongoing.
- Seek Positive Spaces Network accreditation:
 - While staff continue to work through how this accreditation could be obtained, additional training through HR Downloads has been implemented. As well, a speaker at the Staff Development Day presented information providing staff with increased understanding and awareness.

- Provide input regarding plans for the proposed S-W Georgetown Branch:
 - This item is on hold until closer to the time development of the Vision Georgetown lands moves forward.
- Explore options for providing library services to residents in new neighbourhoods in Halton Hills:
 - While a number of programs are offered throughout different areas of Halton Hills (e.g. pop-up storytimes at events, programs at Community Centres), it was suggested that consideration be given to continuing this objective into 2020 with particular attention to options that would make services more accessible to residents of Georgetown South, and other underserved areas in Halton Hills.
 - A suggestion to set up displays and/or kiosks in high traffic areas other than the mall, such as grocery stores, etc. will be considered.
- Develop an annual giving campaign, including policies and governance:
 - Development of this program will begin in 2020.

13.3 2020 Board Objectives – Draft (TABLED)

- G. Cannon provided a draft list of objectives that the Board may wish to pursue in 2020. Board members will review the list and discuss the objectives they would like to pursue at the next Board meeting.

13.4 PSAB Forms

- G. Cannon distributed the Public Sector Accounting Board forms. Board members completed these forms that are required annually to disclose any related party transactions that may present a conflict of interest.

14.0 Health & Safety Report

- G. Cannon reported that since the December meeting, one staff member was injured in a slip and fall incident that resulted in lost time. The required WSIB forms have been completed and submitted.

15.0 Next Meeting

Wednesday, February 12, 2020
Georgetown Branch – Board Room
7:00 p.m.

16.0 Adjournment

Moved by M. Willis

That the meeting be adjourned.

Seconded by M. Kindbom

01/08/20-5

CARRIED

The meeting adjourned at 8:00p.m.

Signed: _____
Tamara Smith, Chair
Halton Hills Public Library Board

Signed: _____
Geoff Cannon, Chief Librarian
Halton Hills Public Library

APPROVED: March 11, 2020

DATED: March 11, 2020