

**Halton Hills Public Library Board Meeting**

Wednesday, January 31, 2024  
Georgetown Branch  
7:00 – 9:00 p.m.

**Minutes**

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

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

**Regrets:** Tamara Smith

**1.0 Call to Order**

B. Cospers declared that a quorum was present and called the meeting to order at 7:01 p.m.

**2.0 Land Acknowledgement**

K. Medenblik read an Indigenous Land Acknowledgment.

**3.0 Approval of Agenda**

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

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 B. Inglis

Seconded By: Councillor A. Hilson

THAT the following minutes are hereby approved:

**5.1** Minutes of the Library Board meeting held on November 22, 2023

**5.2** Confidential Minutes of the Library Board meeting held on November 22, 2023

**5.3** Minutes of the Advocacy Committee meeting held on November 16, 2023

**CARRIED**

**6.0 Consent Agenda**

- General discussion on the distribution of confidential and regular documents, including the use of the Board portal and the possibility of switching to eScribe.
- The Board provided positive feedback regarding the quarter three metrics.

Moved By: K. Medenblik

Seconded By: C. da Rocha-Feeley

THAT the following Consent Items from the January 31, 2024 Library Board meeting are hereby approved as presented:

**6.2** Report No. LBD-2023-063 re: 2023 Quarter 3 Metrics

**6.3** Memorandum No. LBM-2024-001 re: Electronic Distribution of Confidential Library Board Documents

**CARRIED**

**7.0 Correspondence**

NIL

**8.0 Presentation/Delegations**

NIL

**9.0 Business Arising**

**9.1 Report No. LBD-2024-001 re: Policy Review – Occupational Health and Safety and Gift Acceptance – Second Review**

- The Occupational Health and Safety policy was updated as directed by the Board at the November meeting to reference the physical and mental health components covered by the *Occupational Health and Safety Act (OHS)*
- The Gift Acceptance policy has been rescinded because all the information is captured in the Donations, Sponsorship, and Fundraising policy.

Moved By: Councillor A. Hilson

Seconded By: M. Kindbom

THAT Report No. LBD-2024-001 dated January 25, 2024, regarding the Policy Review: Occupational Health and Safety and Gift Acceptance be received;

AND FURTHER THAT the Board approves the revisions to the Occupational Health and Safety policy;

AND FURTHER THAT the Board approves the elimination of the Gift Acceptance policy.

**CARRIED**

**9.2 Report No. LBD-2024-002 re: 2022 Library Comparator Statistics**

- B. King presented an updated version of the 2022 Library Comparator Statistics report, which now includes a five-year review as requested by the Board.
- HHPL ranks favourably compared to libraries with similar populations and per capita support.
- The results highlight the need for a library card campaign, which is on the Work Plan for 2024.
- Staff will review the comparator statistics charts to check for possible data sorting errors.

Moved By: C. da Rocha-Feeley

Seconded By: Councillor B. Inglis

THAT Report No. LBD-2024-002 dated January 25, 2024, regarding the 2022 Library Comparator Statistics be received.

**CARRIED**

**10.0 Updates – including Sub-committees**

**10.1 Advocacy Committee**

- J. Marshall will join the Advocacy Committee. If other Board members are interested in joining, they can let L. Mazza Brenton know.
- The Committee last met in November where they discussed the networking event with Council and the benefits of the library messages. Staff are continuing to work on these messages by incorporating personalized stories.
- There was discussion around possible dates for the networking event and the timing for the invitation. The Board agreed on April 25 as a first choice and May 9 as a second choice.
- There is a potential conflict for April 25 due to a Bird Friendly Halton Hills event involving Councillor Garneau. B. King to contact Councillor Garneau to determine if the timing of the two events can be aligned.

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

L. Teggart reported that:

- The Friends met on January 18, 2024.
- They are currently working on re-writing their by-laws for October 24, 2024.
- The Friends decided not to run an outdoor book sale on December 2. Previous winter book sales were not as profitable as summer sales, so they will likely discontinue them.
- The library requests were approved, and the Friends will be issuing a cheque for \$3,500 to HHPL.
- The Friends donated \$2,000 to the Halton Hills Public Library Foundation.

### 10.3 Council

Councillor A. Hilson reported that:

- A 50 Anniversary Grant for \$10,000 was awarded to the following four local organizations: the Acton Agriculture Society, the Friends of the Old Seedhouse Garden, the Glen Williams Community Association, and Trees for Halton Hills.
- At the last Council meeting, the Community Partnership Grant was discussed. This program opens February 5 and closes March 15.
- The Town's new [Strategic Plan](#) was passed. It was noted that there is some overlap between the Town's objectives and those of the Library Board.
- Council received an update on the densification plan for the area around the Georgetown GO station. These plans will change what old Georgetown looks like.
- Councillor Hilson attended the Ontario Library Association Super Conference last week along with other Board members and staff. HHPL won an award for the Short Story Dispenser.

Councillor B. Inglis reported that:

- The 50 Anniversary event on January 10 at the Library and Cultural Centre was well attended. All of Council was there. Local historian Mark Rowe gave an excellent lecture. There was a flag raising at Town Hall earlier that day to kick off a series of initiatives planned for 2024.
- Construction in Georgetown south will be ongoing for the next couple of years as that area is developed to be on water-based systems. There will be some construction constraints but not as many as experienced last summer.
- The Town and the developer for Vision Georgetown are expected to finalize their plans in Spring 2024.
- A family recently donated a substantial amount of land that will be used for a new healthcare facility. Council ratified the budget, adding 0.25 percent to go towards a healthcare levy which will help support a new hospital in Georgetown.

### 10.4 Community Connections

- J. Marshall started the Reading Buddies program. When asked, library staff provided a curated list of book recommendations based on her child's interests. Her sister-in-law and friend who are also Reading Buddies volunteers have also shared positive experiences with the program.
- L. Teggart shared positive feedback from high schoolers about the Exam Cram program. Students she spoke with liked the program and wondered why it's only offered during the first few days of the exam period and not the whole time. The length of the program has grown over each exam period; it will continue to be evaluated and possibly expanded further in the future.

## 11.0 Financial Report

### 11.1 Month End Report – November 2023

As of November 2023:

- Total revenues are under budget by 40%. This is due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.

- Salaries, wages, and benefits are under budget by 4%.
- Materials and supplies are under budget by 20%; however, not all expenditures have been posted for the period.
- The percentage remaining for November 2023 is 11.7%, indicating that the library is 3.4% under budget.

Moved By: Councillor A. Hilson

Seconded By: E. Daly

THAT the financial month end report for November 2023 be received.

**CARRIED**

**11.2 Preliminary Year End Financial Report 2023**

- Total revenues are within 6% of budget. This is mainly due to the receipt of the Pay Equity grant.
- Salaries, wages, and benefits are under budget by 2.8%.
- Materials and supplies are under budget by approximately 2%. Visa expenditures for 2023 have not yet been posted.
- The percentage remaining for December 2022 was 6.1%. In December 2023, the library is 2.5% under budget. This is mainly due to staffing gaps and the personnel budgeting approach.
- It was noted that department 3100 salaries appears overspent and that a journal entry is in process to reallocate a portion of department 3100 salaries to the correct account in department 3110.

Moved By: M. Kindbom

Seconded By: J. Marshall

THAT the preliminary year end financial report for 2023 be received.

**CARRIED**

**12.0 New Business**

**12.1 Report No. LBD-2024-003 re: 2024 Personnel Policy Manual (PPM) Revisions**

- The Personnel Policy Manual (PPM) is reviewed annually.
- In December 2023, the Town made the following changes to the PPM:
  - Updates to the Short-Term Disability policy
  - Removal of Schedule D: Job Evaluation and Schedule J: Guidelines for Use of Social Media & Digital Communication with information placed on The HILLS
  - Removal of Schedule F: Retirement and Service Recognition and Schedule I: Employee Purchase Program with information incorporated into Section 7 under Employee Benefits

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

THAT Report No. LBD-2024-003 dated January 25, 2024, regarding the 2024 Personnel Policy Manual (PPM) Revisions be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Halton Hills Public Library's 2024 Personnel Policy Manual.

**CARRIED**

**12.2 Report No. LBD-2024-004 re: Halton Hills Public Library Board 2023 Objectives**

- B. King presented a status update report on the Library Board's 2023 objectives to help the Board determine their objectives for 2024.
- M. Kindbom will lead a subgroup consisting of Councillor A. Hilson, K. Medenblik, and A. Strachan to develop the 2024 objectives.
- It was suggested that the Board attach quantifying data to the objectives to make them more measurable.

Moved By: M. Kindbom

Seconded By: K. Medenblik

THAT Report No. LBD-2024-004 dated January 25, 2024, regarding the Halton Hills Public Library Board 2023 Objectives be received.

**CARRIED**

**12.3 Report No. LBD-2024-005 re: Policy Review: Collections Management – First Review**

- The following changes were made to the Collections Management policy:
  - Updated to improve clarity and reflect current practices
  - Incorporated updated references from the Canadian Library Association to Canadian Federation of Library Associations
  - Added references to various guidelines and policies
  - Added a section on the selection of digital resources
- C. da Rocha-Feeley requested that the Comments Version provided for policy reviews include track changes to make it clearer what was changed. Minor edits and formatting do not need to be tracked.

Moved By: C. da Rocha-Feeley

Seconded By: J. Marshall

THAT Report No. LBD-2024-005 dated January 25, 2024, regarding the Policy Review: Collections Management Policy 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-2024-006 re: Chief Librarian & CEO Report – January 2024**

- B. King and the CEO of Wellington County Library, R. Hine, met with the Hon. Ted Arnott today, January 31. They discussed the advocacy work that the Federation of Ontario Public Libraries (FOPL) has been doing for funding to support an Ontario Digital Public Library. The public sector has made a recommendation for \$15 million from the province. Hon. T. Arnott was very supportive.
- Staff attended the 2024 Ontario Library Association Super Conference where HHPL was the recipient of the 2023 Technology Advancing Libraries Awards for the Short Story Dispenser Project.
- Two new virtual exhibits were launched in Halton Hills Images: History of the Hills and History of Halton Hills Public Library.
- Programming is planned for Family Day, Black History month, and March Break.

Moved By: K. Medenblik

Seconded By: M. Kindbom

THAT Report No. LBD-2024-006 dated January 25, 2024, regarding the Chief Librarian & CEO's Report – January 2024 be received.

**CARRIED**

**13.0 In Camera**

**13.1 Confidential re: Personnel Matter**

Moved By: Councillor B. Inglis

Seconded By: J. Marshall

THAT the meeting move In Camera to address the following matters:  
Confidential Verbal Update regarding personnel matters about an identifiable individual.

**CARRIED**

Moved By: K. Medenblik

Seconded By: M. Kindbom

THAT the meeting move Out of Camera.

**CARRIED**

Motion to approve In Camera items:

Moved By: E. Daly

Seconded By: Councillor A. Hilson

THAT the recommendations contained in the following Confidential Report from the January 31, 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 January 31, 2024:  
Confidential Verbal Update regarding personnel matters about an identifiable individual.

**CARRIED**

**14.0 Health and Safety Report**

Nothing to report.

**15.0 Next Meeting**

February 28, 2024 – Board Professional Development Workshop  
7:00 p.m.  
Georgetown Branch

**16.0 Adjournment**

Moved By: Councillor B. Inglis  
Seconded By: M. Kindbom

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:59 p.m.

**Signed:** \_\_\_\_\_

Betsy Coper, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

Beverley King, Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: March 27, 2024

DATED: March 27, 2024