

Halton Hills Public Library Board

Wednesday, April 26, 2023

Hybrid: Georgetown Branch Boardroom & Zoom

7:00 p.m.

Minutes

Present: Betsy Cosper (Chair), Erica Daly, Christina da Rocha-Feeley, Alex Hilson, Matt Kindbom, Jane Marshall, Keith Medenblik, Tamara Smith, Alice Strachan, Lisa Teggart

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

Regrets: Bob Inglis

1. Declaration of Quorum

B. Cosper declared that a quorum was present and called the meeting to order at 7:02 p.m.

2. Land Acknowledgement

B. Cosper read an Indigenous Land Acknowledgement.

3. Approval of Agenda

Approved with the addition of In Camera Item 13.2 re: Personnel Matter.

Moved by M. Kindbom
Seconded by A. Strachan

04/26/23-1

That the agenda be approved as amended.

CARRIED

4. Declaration of Pecuniary Interest

None declared.

5. Minutes

5.1. Minutes of March 22, 2023

Moved by A. Hilson
Seconded by M. Kindbom

04/26/23-2

That the minutes of March 22, 2023 be approved as presented.

CARRIED

6. Consent Agenda

6.1. Article in *Halton Hills Today*: [The Big Read: 'Drag Queen Storytime' sparked a new chapter of hate in Ontario](#)

- There was discussion around the article in *Halton Hills Today* and Drag Queen Storytime offered at HHPL during the month of July as part of the Summer Reading.
- The next Board meeting will include a presentation and report with more information about the program as well as speaking notes for the Board.

- B. King to join other library CEOs in developing a joint statement about the importance of this program in fostering acceptance and reflecting diversity.
- In the past, the library has received complaints about the program from within and outside of the community, but it has mainly been positive.
- This program aligns with the Town's equity, diversity, and inclusion initiatives.
- Staff will observe what other libraries are doing prior to the event and monitor potential protests.

Moved by C. da Rocha-Feeley

That the article in *Halton Hills Today* be received for information.

Seconded by E. Daly
04/26/23-3

CARRIED

7. Correspondence

A patron emailed to express their gratitude and appreciation for the March Break programs. They have three children between the ages of 4 and 9 and visited the library almost daily to enjoy the activities.

8. Delegations/Presentations

None.

9. Business Arising

None.

10. Updates (including sub-committees)

10.1. Advocacy Committee

- B. King reported that:
 - The committee will meet in May to review the terms of reference.

10.2. Friends of the Library (FOL)

- L. Teggart reported that:
 - Funding for the list of 2023 projects was approved.
 - The Friends will tentatively hold their annual general meeting on May 25 at 1:00 pm.
 - Memberships have increased to 83 people, which seems to be a result of the new online application form.
 - The Friends will discontinue the Caddystacks. Participating vendors will be thanked on social media.
 - Popup book sales start June 3 at 9:00 am.

10.3. Council

- Councillor Hilson reported that:
 - There have been two Council meetings since the last Board meeting:
 - At the first meeting, a report on the Tales on the Trails StoryWalk® in partnership with Credit Valley Conservation, Halton Hills Public Library, and Orangeville Public Library was received.

- At the second meeting, Mayor Lawlor spoke about the upcoming FanFest event. Mayor Lawlor, Councillor Hilson, and some of the other Councillors will take a photo at the library this Saturday when the event takes place.
- Work on the Town’s strategic plan is underway. Some preliminary things have been approved.
- After consultation with other municipalities, a new fireworks bylaw was passed. It will likely come back for discussion next year.
- There has been discussion around Bill 23 and its impacts on planning. A report came to Council about the heritage register and designated properties that fit under the provincial act. A significant number of properties are not designated. If a property isn’t designated, it will get taken off the heritage register list.

10.4. Community Connections

- None

10.5. Ontario Library Service Board Assemblies

- C. da Rocha-Feeley reported that:
 - She attended a meeting of the Ontario Library Service Board Assemblies on April 20. The PowerPoint presentation from the meeting will be shared with the Board once it’s posted.
 - They have a partnership with CAMH to offer two workshops which use library-centric experiences to address mental health issues facing library workplaces. Over 500 library staff have registered for these workshops since their launch.
 - They also have a partnership with the Centre for Equitable Library Access, which offers a certificate for library board members and volunteers. Board members may want to consider this.
 - Save the date for the OLS virtual conference: there will be a day session for library staff on September 27 and an evening session for board members on September 28.
 - There was a roundtable discussion on several topics, including strategic planning, Drag Queen Storytime, violence in libraries, and CEO evaluations.

11. Financial Report

11.1. Month End Report – March 2023 and Glossary of Terms for Library Departmental Financial Report

- B. King reported that:
 - Revenue is under budget by 9% due to the end-of-year receipt of the library’s operating grant.
 - Salaries and wages are under 5% due to position vacancies, all of which should be filled by the end of April. Part-time staff have been given additional hours to mitigate these vacancies and take on special projects.
 - 80% remaining at the end of March, which is attributable to the staffing gaps to date and the budget versus actual variance in salaries.
- A glossary of terms was provided to help Board members better understand the library’s financial statements. This will be added to the resources section of the Board portal.
- Auditors will be finalizing the library’s 2022 year-end financial report.

- Plans are underway to finalize the 2023 budget.

Moved by A. Hilson

That the financial month end report for March 2023 and Glossary of Terms for Library Departmental Financial Report be received for information.

Seconded by A. Strachan
04/26/23-4

CARRIED

11.2. Report No. LBD-2023-015 re: 2023 Quarter 1 Metrics

M. Querques presented information and statistics regarding library usage from January to March 2023. Highlighted items:

- A noticeable, positive shift occurred across all the performance categories.
- Residents are excited to return to the library. There seems to be less of a sense of caution compared to previous quarters when people were more worried about Covid.
- All the library's programs this quarter have been in person.
- System circulation increased 3%.
- In-person visits increased 20%.
- The number of programs offered increased 69%.
- Program attendance increased 54%.
- New cardholders decreased, but active cardholders remained 30% per capita.
- There was discussion about the library being more of a community place to go to than just a place to get books – it offers video games, board games, educational kits, circulating technology, seeds, streaming services, and much more. The library is trying to provide more of these items and resources for the community.

Moved by C. da Rocha-
Feeley

That Report No: LBD-2023-015 re: 2023 Quarter 1 Metrics be received for information.

Seconded by K. Medenblik
04/26/23-5

CARRIED

12. New Business

12.1. Report No. LBD-2023-016 re: HHPL Board 2023 Objectives

- B. King provided an overview of the Board's 2023 Objectives, which are informed by the 2023-2027 Strategic Plan and reflect the Board's governance role.
- The Objectives are reviewed annually and may be revised as needed.
- There was discussion around making the Objectives more explicit and measurable.
- It was agreed that a subcommittee would be formed consisting of M. Kindbom, J. Marshall, and A. Strachan to rework the Board Objectives.

Moved by E. Daly

That Report No. LBD-2023-016 re: HHPL Board 2023 Objectives be received;

AND THAT the staff will coordinate with the subcommittee to review the Objectives and bring them back next month.

Seconded by M. Kindbom

04/26/23-6

CARRIED

12.2. Report No. LBD-2023-017 re: Employee Retention Review

- This report is a follow-up from the discussion that the Board and staff had at the December 2022 meeting around the recruitment and retention challenges that the library was and continues to experience.
- The library's current workforce complement includes 19 full-time staff; 33 part-time staff, of which 20 of them, Associates and Technicians, work 24-28 hours per week; 13 Aides which work 12 hours per week; and 18 student Pages who work approximately 8 hours per week.
- HHPL remains non-union, unlike most Ontario libraries.
- Staff have a plan to mitigate the employee retention challenges using a phased approach, which would improve the library's ability to attract and retain talent.
- It was noted that a lot of organizations, including the Town of Halton Hills, are experiencing similar challenges.
- It was suggested that while undertaking this phased approach, library staff also look at building an employee value proposition which should be communicated in job postings and internally.
- It was noted that remote work and opportunities for professional development are the top reasons why people leave a job.

Moved by T. Smith

That Report No. LBD-2023-017 re: Employee Retention Review be received;

AND THAT the Halton Hills Public Library Board approves the recommended phased review approach to enhance the attraction and retention of talented employees.

Seconded by A. Hilson

04/26/23-7

CARRIED

12.3. Report No. LBD-2023-018 re: Policy Review: Policy Development – First Review

- B. King reported on a new policy created to provide clarity and direction on the policy development process.
- The policy template has been updated to include a header with the policy name, policy number, and approval dates. A numbering system has been developed for tracking purposes. The first two digits refer to the year the policy originated. The last three digits are randomly assigned as policies are reviewed.

Moved by K. Medenblik

That Report No. LBD-2023-018 re: Policy Review: Policy Development – First Review be received;

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

Seconded by E. Daly

04/26/23-8

CARRIED

12.4. Report No. LBD-2023-019 re: 2023 Ontario Library Association Super Conference

- J. Mandarino provided a review of the 2023 OLA Super Conference.
- Leadership staff attended the full in-person conference and many part-time staff attended the virtual program.
- Any Board members who would like access to the Board-related sessions may contact L. Mazza Brenton.

Moved by T. Smith

That Report No: LBD-2023-019 re: the 2023 OLA Super Conference be received for information.

Seconded by J. Marshall

04/26/23-9

CARRIED

12.5. Report No. LBD-2023-020 re: Chief Librarian & CEO Report – April 2023

Highlights noted from the Chief Librarian’s Report – April 2023:

- In April, Grade 7 and 8 students from Acton District School visited the Acton Branch for a green tour.
- The Battle of the Books Grand Battle is on April 27 at the JET.
- Fanfest is on April 29.
- Tickets for Wines & Spines go on sale on May 2. The event is on June 21. If any Board members are interested in attending, tickets can be reserved for them. Tickets are \$15 each.
- The library is participating in outreach events, including Bethel Church’s Get Ready for Summer Program on May 6 and the Hungry Hollow Trail Launch on May 13.
- The soft launch of the book lockers is planned for mid-May. Press and marketing will follow shortly after that.

Moved by M. Kindbom

That Report No: LBD-2023-014 re: Chief Librarian & CEO Report – April 2023 be received for information.

Seconded by T. Smith

04/26/23-10

CARRIED

13. In Camera re: Personnel Matter

Moved by A. Hilson

That the meeting move In Camera to address the following matters:

13.1 Confidential Report No. LBD-2023-021 dated April 26, 2023, regarding personnel matters about an identifiable individual.

13.2 Verbal Update from B. Cosper regarding personnel matters about an identifiable individual.

Seconded by T. Smith

04/26/23-11

CARRIED

Moved by K. Medenblik
Seconded by T. Smith
04/26/23-12

That the meeting move Out of Camera.
CARRIED

Motion to approve In Camera items:

Moved by T. Smith

That the recommendations contained in the following Confidential Reports from the April 26, 2023 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 April 26, 2023.

Confidential Report No. LBD-2023-021
Confidential Verbal Update from B. Cospers

Seconded by K. Medenblik
04/26/23-13

CARRIED

14. Health and Safety Report

Tabled.

15. Next Meeting

Wednesday, May 24, 2023

7:00 p.m.

Georgetown Branch, Boardroom

16. Adjournment

Moved by C. da Rocha-Feeley
Seconded by T. Smith
04/26/23-14

That the meeting be adjourned.
CARRIED

The meeting adjourned at 10:05 p.m.

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

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

APPROVED: May 24, 2023

DATED: May 24, 2023