

Halton Hills Public Library Board
Wednesday, December 14, 2022
Georgetown Branch, Cultural Centre, Studio Room
7:00 p.m.
Minutes

Present: Ted Brown, Betsy Cospers, Matt Kindbom, Ann Lawlor, Keith Medenblik (Chair), James Schumacker, Tamara Smith,

Staff Present: Jennifer Corrin, Beverley King, Jodie Mandarino, Lori Mazza Brenton (recorder) Mary Querques

Regrets: Lisa Caissie, Joanna Meler, Marilyn Willis

1. Declaration of Quorum

K. Medenblik declared a quorum was present and called the meeting to order at 7:01 p.m.

2. Land Acknowledgement

K. Medenblik read an Indigenous Land Acknowledgement.

3. Approval of Agenda

Moved by A. Lawlor
Seconded by B. Cospers
12/14/22-1

That the agenda be approved as presented.

CARRIED

4. Declaration of pecuniary interest

None.

5. Minutes

5.1. Minutes of November 9, 2022

Moved by J. Schumacker
Seconded by B. Cospers
12/14/22-2

That the minutes of November 9, 2022 be approved as presented.

CARRIED

6. Consent Agenda

None.

7. Correspondence

None.

8. Delegations/Presentations

None.

9. Business Arising

9.1. Website Renewal Presentation

J. Corrin presented the updated HHPL website:

- The new website launched on December 8, 2022, along with the implementation of the new domain name: www.hhpl.ca.
- Board packages will be shared through a secure pages module that is replacing Dropbox.

9.2. Report No. LBD-2022-044 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; Staff Development, Association Memberships, Conferences Policy (Second Review)

J. Mandarino presented the policies for final approval.

Moved by T. Smith

That Report No. LBD-2022-044 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; and Staff Development, Association Memberships, Conferences Policy (Second Review) be received and approved as amended

AND THAT the Halton Hills Public Library Board approved the elimination of the Lockdown Policy and Shelter in Place Policy.

Seconded by M. Kindbom
12/14/22-3

CARRIED

10. Updates (including sub-committees)

10.1. Advocacy Committee

- None.

10.2. Friends of the Library

- The Friends met on November 17.
- They hosted a book sale as part of Winter Wonder on December 3 and 10.
- Members of the Executive attended the Ontario Library Services Library Friends Group to share ideas on fundraising, events, and sales.
- The Executive plans to attend the Ontario Library Association's Friends of the Library virtual chat in January.
- Their next meeting is January 19.

10.3. Council

Mayor Lawlor reported that:

- The first meeting of the new Town Council was held on December 12.
- The new Library Board councillors will be Bob Inglis and Alex Hilson.
- Over 50 people applied to be on the Library Board. Community members will be interviewed in early January. A matrix is in development to help with rating the applicants.

- The current Board will meet in January and the new Board, once confirmed by Town Council, will take effect in February.
- It was suggested that since there was so much interest in the Library Board, perhaps some of the applicants who are not appointed can be engaged in other ways and through subcommittees.

10.4. Community Connections

- B. King reported that at the Mayor's State of the Town Address, staff were able to connect with local businesses who are interested in promoting and supporting the library. Staff will touch base with these businesses in 2023 to discuss partnership opportunities related to the library's advocacy plans.

11. Financial Report

11.1. Month End Report (October)

11.2. Month End Report (November)

- Based on the August financial report, the operating budget variance was anticipated to be approximately 1% based on the premise that vacant positions would be filled. The projected year-end variance is now expected to be closer to 7% due to recruitment challenges. It was noted that these challenges are consistent with other libraries and across sectors.
- Discussion was held regarding the status of recruitment and the associated challenges.
- Customer service has not been significantly impacted at this time. Gapping has mainly impacted administrative functions.
- The Board requested staff prepare a report regarding staff complement for spring 2023.

12. New Business

12.1. Report No. LBD-2022-045 re: 2022 Personnel Policy Manual (PPM) Revisions

B. King reported on the annual review of the library's Personnel Policy Manual:

- The amendments reflect changes in legislation, current best practices in human resources, and housekeeping fixes.
- The most significant change was the addition of the *Disconnect From Work* policy to comply with Bill 27, Working for Workers Act.

Moved by T. Brown

That Report No: LBD-2022-045 re: Personnel Policy Manual (PPM) Revisions be approved.

Seconded by B. Cospers

12/14/22-4

CARRIED

12.2. Report No. LBD-2022-046: Board Policy Review: Fundraising Policy, Gift Acceptance Policy, Naming and Recognition Signage Policy, and Sponsorship Policy

- B. King reported that the policies review will be delayed until a fundraising strategy can be developed in 2023 in accordance with the new strategic plan.
- The Town is also updating its sponsorship, fundraising, naming, and recognition policies in 2023 and the library will work to align with these policies.

Moved by M. Kindbom

That Report No: LBD-2022-046 re: Fundraising Policy, Gift Acceptance Policy, Naming and Recognition Signage Policy, and Sponsorship Policy be received for information.

Seconded by T. Smith
12/14/22-5

CARRIED

12.3. Report No. LBD-2022-047: Children’s Literacy Approach

J. Mandarino reported that:

- The Children’s Librarian, D. Austin, performed a literature review on literacy development in children up to 13 years old, the findings of which are summarized in the report, along with how the library will act on this information in the form of a Children’s Literacy Approach.

12.4. 2022 Belonging and Racial Identity in Halton

B. King presented this report to the Board for information:

- It was compiled by the Mississaugas of the Credit First Nation, the Canadian Caribbean Association of Halton, Mending the Chasm, the Oakville Community Foundation, and Sheridan College.
- The library’s new strategic plan offers an opportunity to review HHPL’s practices and make a conscious effort to ensure the library offers welcoming and safe spaces.

12.5. HHPL Brand Guide

B. King presented the draft of HHPL’s new brand guide and highlighted the following:

- There are three variations of the logo with one primary version.
- The colour complement has been added to provide more breadth for marketing purposes.
- HHPL’s new tagline is “grow together.” It is simple and concise and summarizes the library’s mission, vision, and values.

12.6. Report No. LBD-2022-048 re: Chief Librarian’s Report – December 2022

Highlights noted from the Chief Librarian’s Report – December 2022:

- Book lockers are installed and branded. Setup is underway to have them ready in the new year.
- The Letters to Santa program was very successful, with more than 1,000 letter kits picked up between the second week of November and the second week of December.
- Winter Wonder, held on December 3 and 10, was well attended by the public.
- The Astronomy in Action: Discover the Stars Planetarium program will take place on December 28. It will coincide with the launch of the book lockers at the Gellert Community Centre.
- The library is close to completing the endowment agreement with the Community Foundation of Halton North (CFHN).
- B. King received the cheque from CFHN for \$2,500 from this year’s webathon.
- The library did not receive the L.E.A.F. grant for the book bike despite receiving a lot of community support. Alternate funding is being investigated.

13. Health and Safety Report

- B. King reported that there have been no health and safety incidents since the November Board meeting.

14. Next Meeting

Wednesday, January 18, 2023
7:00 p.m.
Georgetown Branch, Boardroom

15. Adjournment

Moved by M. Kindbom
Seconded by T. Brown
12/14/22-6

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:01 p.m.

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

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

APPROVED: March 22, 2023

DATED: March 22, 2023