

Halton Hills Public Library Board

Wednesday, June 28, 2023

Georgetown Branch Boardroom and Zoom

7:00 p.m.

Minutes

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

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

1.0 Declaration of Quorum

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

2.0 Land Acknowledgement

E. Daly read an Indigenous Land Acknowledgement.

3.0 Approval of Agenda

Moved by T. Smith

THAT the agenda be approved as presented.

Seconded by A. Strachan

06/28/23-1

CARRIED

4.0 Declaration of Pecuniary Interest

None declared.

5.0 Minutes

5.1 Minutes of May 24, 2023

- Approved with minor revisions to correct typos.

Moved by C. da Rocha-Feeley

THAT the minutes of May 24, 2023 be approved as amended.

Seconded by B. Inglis

06/28/23-2

CARRIED

5.2 In Camera May 24, 2023 (CONFIDENTIAL)

Moved by J. Marshall

THAT the In Camera minutes of May 24, 2023 be approved.

Seconded by T. Smith

06/28/23-3

CARRIED

5.3 Advocacy Committee, June 1, 2023

Moved by T. Smith

THAT the Advocacy Committee minutes of June 1, 2023 be approved.

Seconded by M. Kindbom

06/28/23-4

CARRIED

5.4 June 6, 2023 (Special Meeting)

- A. Strachan’s name to be removed from the list of those in attendance.

Moved by J. Marshall

THAT the minutes of June 6, 2023 be approved as amended.

Seconded by K. Medenblik

06/28/23-5

CARRIED

5.5 In Camera June 6, 2023 (CONFIDENTIAL)

- A. Strachan’s name to be removed from the list of those in attendance.

Moved by E. Daly

THAT the In Camera minutes of June 6, 2023 be approved as amended.

Seconded by J. Marshall

06/28/23-6

CARRIED

6.0 Consent Agenda

6.1 Report No. LBD-2023-032 re: Policy Review: Library Board Member Reimbursement Policy and Planning Policy – Second Review

6.2 Report No. LBD-2023-033 re: Policy Review: Donations, Sponsorship, and Fundraising Policy – Second Review

Moved by K. Medenblik

THAT the following consent items be approved:

- Report LBD-2023-032 regarding Policy Review: Library Board Member Reimbursement Policy and Planning Policy – Second Review
- Report No. LBD-2023-033 regarding Policy Review: Donations, Sponsorship, and Fundraising Policy – Second Review

Seconded by B. Inglis

06/28/23-7

CARRIED

7.0 Correspondence

None

8.0 Delegations/Presentations

8.1 Presentation by the Advocacy Committee

- It is the responsibility of the Advocacy Committee to develop an advocacy plan. To accomplish this, the Committee will collect input from the Board, library staff, and Friends of the Library on four areas: the library’s messaging, target audiences, delivery methods, and the support available.
- Using an online polling tool called Menti Meter, the Advocacy Committee collected responses from Board members during the June 28 Board meeting to questions which had been provided in advance. The responses were anonymous.

- The staff discussion will occur the first week of July, facilitated by B. King.
- B. King to coordinate collecting input from the Friends of the Library after the June Board meeting.
- The information gathered from each group will help inform the advocacy and marketing plans, which will be brought back to the Board for further consideration.

9.0 Business Arising

9.1 Report No. LBD-2023-034 re: Employee Retention Review – Phase One

- B. King provided an update on Phase One of the Employee Retention Review:
 - Phase One compares HHPL’s vacation leave, vacation pay, and paid sick leave entitlement for part-time employees with other municipalities and libraries.
 - It is recommended that the Library Personnel Policy Manual (PPM) be revised to align vacation leave and vacation pay entitlements with the municipality and other library systems.
 - It is also recommended that the PPM be revised to offer paid sick leave entitlement to permanent part-time staff.
 - These changes would be incorporated into the PPM in the fall as part of the regular review schedule.
 - The proposed implementation date for the policy revisions is January 1, 2024. Revisions would apply to all new hires after this date with current staff given the option to opt into the program.
 - The changes are designed to improve recruitment and retention of permanent part-time staff.
 - Funding to support these changes will be through existing personnel budget, aligning with the Town’s established budgeting practices.
 - The impact of the phased approach will be measured over the long term.
- It was suggested that ‘Sick Leave’ be changed to ‘Paid Sick Leave’.
- Rising report: An update on employee retention and recruitment after the implementation of the phased approach.

Moved by A. Hilson

THAT Report No. LBD-2023-034 dated June 22, 2023, regarding the Employee Retention Review – Phase One be received;

AND FURTHER THAT the Library Board approves the recommended revisions to the Library Personnel Policy Manual;

AND FURTHER THAT the updated Library Personnel Policy Manual be presented to the Library Board for final approval in the fall as part of the annual review.

Seconded by M. Kindbom
06/28/23-8

CARRIED

10.0 Updates (including sub-committees)

10.1 Advocacy Committee

- No update.

10.2 Friends of the Library (FOL)

- L. Teggart reported that:
 - The Friends had their Annual General Meeting (AGM) and elected their directors:
 - Chair: M. Rowe
 - Vice Chair: A. McGrath
 - Directors: A. Buset, M. Teasdale, A. McGrath, C. Collier, J. Altobelli
 - Treasurer: M. Teasdale
 - Secretary: J. Altobelli
 - Membership Co-ordinator: C. Collier
 - More volunteers are needed to run the summer pop-up book sales. The Friends are looking into different solutions, including a possible community calendar that would be accessible to volunteers.

10.3 Council

- Councillor Hilson reported that:
 - He attended Halton Pride Fest at Country Heritage Park and Bike it to the Market for the Downtown Georgetown Farmers Market.
 - He also participated in the 2023 Credit River Waterwalk led by Councillor Garneau, which is a three-day ceremony that took place on June 16-18. The walk opened with an information session on June 15 at the John Elliott Theatre.
 - Tales on the Trail and the Summer Reading Challenge were announced at the May 29 Council meeting.
- Councillor Inglis reported that:
 - Council voted to rename a baseball diamond after Kevin Burke, the founder and former coach of the Georgetown Eagles baseball team.
 - The Hydro Annual General Meeting was held at the June 19 Council meeting.
 - Ontario municipalities are experiencing escalating insurance rates. The Town is calling on the Province to take action to reduce municipal insurance costs.
 - The Town is reviewing foreign direct investment opportunities, in particular possible twinning arrangements with Germany and the Netherlands.

10.4 Community Connections

- J. Marshall reported that:
 - A colleague she works with at Globe Productions informed her that she was impressed by the many resources available at the library.
 - Her sister-in-law recently got a library card and commented on the exemplary customer service she received from the library staff.

11.0 Financial Report

11.1 Month End Report – May 2023

- B. King reported that:

- Revenues are under budget by approximately 15% due mainly to the end-of-year receipt of the Public Library Operating Grant from the Ministry.
- Salaries and wages are approximately 6% under budget. This is mainly due to staffing gaps. Summer students and co-op placements commenced at the end of May and the Library Aide positions will start at the end of June. Current vacancies are for the Library Associate positions.
- The percentage remaining at the end of May is approximately 65%, indicating that the library is 7% under budget, which can be attributed to staffing gaps experienced to date.

Moved by T. Smith

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

Seconded by C. da Rocha-Feeley

06/28/23-9

CARRIED

11.2 Report No. LBD-2023-035 re: Preliminary 2024 Operating and Capital Budget and Forecast 2024-2033

- Operating Budget:
 - Proposed Operating Budget changes include the planned reduction of \$4,000 in fines revenue to support fines elimination by 2027, in addition to re-instating the \$900 honourarium budgets in the adult and children's programming areas. The honourariums were removed in error during the 2023 budget process and the library has been directed by the Town's Budgets and Finance Reporting Supervisor to include it in the Operating Budget request.
 - There are no FT changes this year.
 - Expenditures will be adjusted when a need for a funding increase is demonstrated.
 - Adjustments for salaries and wages will be completed by Corporate Affairs over the next few months.
- Capital Budget:
 - Proposed Capital Budget requests are for \$539,000 in Library Materials, which includes an inflationary increase, and the technology renewal project.
- It was suggested that a micro case study be prepared for the Council budget presentation that would humanize the value of the library's services and emphasize the need for equitable access to resources.

Moved by A. Hilson

THAT Report No. LBD-2023-035 dated June 22, 2023, regarding the Preliminary 2024 Operating and Capital Budget and Forecast 2024-2033 be received;

AND FURTHER THAT the Board approves the submission of the Preliminary 2024 Operating and Capital Budget and Forecast 2024-2033, and associated NIA forms, as presented.

Seconded by J. Marshall

06/28/23-10

CARRIED

12.0 New Business

12.1 Report No. LBD-2023-036 re: Fines and Fees Status Update

- The report summarizes how HHPL has been moving towards being a fine free library between 2015 and 2022.
- Effective accountability mechanisms are in place to ensure materials are returned on time.
- Fines revenue continues to decline. Revenue from replacement fees peaked in 2021 and is now on a downward trend.
- There was discussion around the impact of fine free status on the community.
- The elimination of fines will happen incrementally to align with the Operating Budget. HHPL will become fine free for all age groups by 2027.

Moved by C. da Rocha-Feeley THAT Report No. LBD-2023-036 dated June 22, 2023,
regarding the Fines and Fees Status Update be
received.

Seconded by A. Hilson
06/28/23-11

CARRIED

12.2 Report No. LBD-2023-037 re: Extending Fine Free Status to Young Adults, Ages 18 to 24

- The Town of Halton Hills defines youth as people aged 12 to 24.
- HHPL has already expanded youth programming for individuals aged 18 to 24 but did not address fines as a barrier for library usage for this demographic.
- Staff propose that the fine free policy be extended to include youth aged 18 to 24.

Moved by K. Medenblik THAT Report No. LBD-2023-037 dated June 22, 2023,
regarding Extending Fine Free Status to Young Adults,
Ages 18 to 24 be received;

AND FURTHER THAT the Board approves the extension
of fine free status to patrons between the ages of 18
and 24.

Seconded by M. Kindbom
06/28/23-12

CARRIED

12.3 Report No. LBD-2023-038 re: 2022 Halton Hills Public Library Annual Report

- B. King presented a draft of the 2022 Annual Report, which is issued mid-year once all financial and statistical information has been finalized.
- This year's report has been updated to be more visually engaging.
- It was suggested that the order in which information is presented be reconsidered.
- When finalized, the report will be available on the library's website and a link to it will be shared with the library's community partners. A print copy will also be sent to donors.
- It will go to Council in the fall.

Moved by T. Smith THAT Report No. LBD-2023-038 dated June 22, 2023,
regarding the 2022 Halton Hills Public Library Annual
Report be received.

Seconded by B. Inglis
06/28/23-13

CARRIED

12.4 Report No. LBD-2023-039 re: Marketing Strategy Development Process

- A key initiative of the library's 2023-2027 Strategic Plan is to raise the profile and awareness of HHPL's role in the community. To achieve this, staff will use a phased approach to developing a comprehensive marketing strategy.
- This strategy will be process-driven and evidence-based and will build on the Marketing and Communications plan.

Moved by T. Smith

THAT Report No. LBD-2023-039 dated June 22, 2023, regarding the Marketing Strategy Development Process be received.

Seconded by J. Marshall
06/28/23-14

CARRIED

12.5 Report No. LBD-2023-040 re: Policy Review: Preamble to By-laws – First Review

- Changes to the preamble to the by-laws include updated vision, mission, values, and goals based on the 2023-2027 Strategic Plan, along with updates to reflect current by-law amendments and edits to improve clarity and current practice.
- The by-laws will be deferred until 2025 as part of the Board's succession planning and in advance of the 2026 municipal elections.

Moved by A. Hilson

THAT Report No. LBD-2023-040 dated June 22, 2023, regarding the Policy Review: Preamble to By-laws – First Review 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.

Seconded by A. Strachan
06/28/23-15

CARRIED

12.6 Report No. LBD-2023-041 re: Chief Librarian & CEO's Report – June 2023

Highlights noted from the Chief Librarian & CEO's Report – June 2023:

- The Tales on the Trail Storywalk® initiative launched on June 16.
- The launch of the Summer Reading programs occurred on June 17 in Georgetown and June 24 in Acton. The Georgetown launch coincided with the Georgetown Farmers Market and Bike it the Market event. The Acton launch featured a presentation from Hands on Exotics.
- The Community Foundation of Halton North (CFHN) has signed the endowment fund agreement with the library, which was announced at their gala event on June 22.
- Mayor Lawlor launched the Library Lockers at the Gellert Centre on June 28.
- Fay and Fluffy Storytime is on July 8 in the John Elliott Theatre.
- D. Wybenga will speak at the John Elliott Theatre about the historic migration of the Mississaugas of the Credit First Nation on October 3.

Moved by C. da Rocha-Feeley THAT Report No: LBD-2023-041 dated June 22, 2023 regarding the Chief Librarian & CEO's Report – June 2023 be received.

Seconded by A Strachan
06/28/23-16

CARRIED

13.0 In Camera re: Personnel Matter

Moved by A. Hilson

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

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

Seconded by B. Inglis
06/28/23-17

CARRIED

Moved by K. Medenblik
Seconded by E. Daly
06/28/23-18

THAT the meeting move Out of Camera.

CARRIED

Motion to approve In Camera items:

Moved by K. Medenblik

THAT the recommendations contained in the following Confidential Report from the June 28, 2023 In Camera session of the Board 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 June 28, 2023.

- Confidential Verbal Update from B. Cosper

Seconded by E. Daly
06/28/23-19

CARRIED

14.0 Health and Safety Report

- B. King reported that the Joint Health and Safety Committee is:
 - In the process of developing a respiratory protection program and plan given the recent air quality concerns.
 - Reviewing confined spaces programming to develop a plan to ensure regulations are met.
 - Considering installing security cameras in the Town Hall parking area due to an escalation in aggressive behaviour resulting in damage to Town and staff vehicles.

15.0 Next Meeting

Wednesday, September 27, 2023
7:00 p.m.
Acton Branch, Community Room

16.0 Adjournment

Moved by M. Kindbom
Seconded by J. Marshall

THAT the meeting be adjourned.

06/28/23-20

CARRIED

The meeting adjourned at 9:10 p.m.

Signed: _____

Betsy Coper, Chair
Halton Hills Public Library Board

Signed: _____

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

APPROVED: September 28, 2023

DATED: September 28, 2023