

Halton Hills Public Library Board

Wednesday, June 8, 2022

Georgetown Branch Board Room and Zoom

7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Betsy Cospers, Matt Kindbom, Ann Lawlor,
Keith Medenblik (Chair), Tamara Smith, Marilyn Willis

Staff Present: Barb Elliott (Recorder), Clare Hanman, Beverley King, Mary Querques, Dennis Roberts,
Melanie Southern

Regrets: Joanna Meler, James Schumacker

1.0 Declaration of Quorum

K. Medenblik declared a quorum was present and called the meeting to order at 7:06 p.m.

2.0 Land Acknowledgement

K. Medenblik read an Indigenous Land Acknowledgement.

3.0 Approval of Agenda

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by B. Cospers

06/08/22-1

CARRIED

4.0 Declaration of pecuniary interest

None declared.

5.0 Minutes of May 11, 2022

Moved by T. Smith

That the Minutes of May 11, 2022 be approved as presented.

Seconded by L. Caissie

06/08/22-2

CARRIED

6.0 Consent Agenda

Moved by A. Lawlor

That Consent Agenda items:

6.1 Board Policy – Collections Management Policy (final)

**6.2 Board Policy – Disposal of Library Equipment Policy
(final)**

be approved.

It was clarified that if the content of an item in the collection is challenged, there is a process in place for the Collections Librarian, in consultation with the Chief Librarian and Manager of Business Services, to review/reconsider the item, to ensure it is in accordance with HHPL's selection criteria.

Seconded by T. Smith

06/08/22-3

CARRIED

7.0 Correspondence - None

8.0 Delegations/Presentations - None

9.0 Business Arising

9.1 Report No. LBD-2022-024 re: 2023-2027 Strategic Plan & Brand Development Project

M. Southern presented the final 2023-2027 Strategic Plan and Brand Development Project report for consideration and approval with one suggested edit. It was noted that on page 12 of the document, wording under the term "Political literacy" may be problematic and it was recommended that the term and associated wording be revised to provide clarification of the intent of this point. Recommended revision: "Civic and ethical literacy – The Library sees a role for itself in heightening awareness of current issues and encouraging democratic participation."

Moved by T. Smith

That Report No. LBD-2022-024 regarding the 2023-2027 Strategic Plan and Brand Project be received;

AND FURTHER, that the 2023-2027 Strategic Plan and Brand Project be approved with suggested edits.

Seconded by M. Willis

06/08/22-4

CARRIED

9.2 Library Board Recruitment – Card

M. Southern presented the draft information card that would be available for residents interested in becoming a Board member. This bookmark style card provides a QR code and the HHPL website address where additional information about the Library Board and how to submit an application can be found. Closer to the end of the year, these cards will be distributed to partner and volunteer groups, and at the library checkout counters.

The finalized card will be presented in the fall.

10.0 Updates – including sub-committees

10.1 Advocacy Committee – No update

10.2 Friends of the Library

B. King reported that the Friends are once again holding book sales in the Georgetown Branch courtyard on select Saturdays during the Farmers Market.

10.3 Council Update – No updates

10.4 Community Connections Update - None

11.0 Financial Report

11.1 Month End Report

M. Southern reported that efforts remain underway to resolve Town network issues. Partial month-end information was shared and indicated that spending is at the expected level. The capital forecast report was not available.

12.0 New Business

12.1 Report No. LBD-2022-020 re: Q1 Metrics

M. Querques presented the Q1 Metrics report, providing information regarding HHPL's key performance indicators.

Highlights:

- Overall, results were positive with an increase in active cardholders of 14% over Q4 2021.
- In comparison to Q1 2021:
 - New cardholders increased 90%
 - System circulation increased 10%
 - In-person visits increased by 69%

It was noted that while the number of programs offered increased, participation has declined. This was attributed to changes in registration requirements limiting enrollment, and also a decrease in the number of virtual programs offered. Patron preferences now seem to be attending in-person programs as they become available, and attendance is expected to continue to slowly increase.

Moved by B. Cospier

That Report No. LBD-2022-020 dated June 2, 2022 regarding 2022 Quarter 1 Metrics be received for information.

Seconded by L. Caissie

06/08/22-5

CARRIED

12.2 Report No. LBD-2022-026 re: Board Policy Review – Service Policy (1st Review)

B. King presented Report No. LBD-2022-026 for Board consideration.

This report recommended that because the Library now offers the same level of service at all Service Desks, relevant information from the Information Service Policy be incorporated into the Service Policy and that the Information Service Policy be removed. Other proposed changes to the Service Policy reflect changes in legislation, modifications requested by staff, housekeeping fixes, and current best practices in public libraries.

Moved by T. Smith

That Report No. LBD-2022-026 dated June 2, 2022 regarding Board Policy Review – Service Policy be received for review and comment;

AND FURTHER, that the 2nd Review take place at the September Board meeting.

Seconded by T. Brown

06/08/22-6

CARRIED

12.3 Report No. LBD-2022-025 re: Budget Process and Business Plan Schedule

M. Southern presented an overview of the Town's 2023 Budget Process and Business Plan Schedule including the key meeting dates and timelines. As the Town Senior Management Team will be reviewing the preliminary capital budget on July 20, it was suggested that the Board meet prior to this, to review the Library's proposed preliminary capital and operating budgets. The Business Plan will be shared with the Board at its September meeting.

Moved by L. Caissie

That Report No. LBD-2022-025 dated June 2, 2022, regarding the 2023 Budget Process and Business Plan Schedule be received for information;

AND FURTHER, that the Library Board confirms a date in July to review the 2023 preliminary Operating Budget and preliminary Capital Budget and Forecast. Meeting is currently scheduled for July 13.

Seconded by A. Lawlor

06/08/22-7

CARRIED

12.4 Report No. LBD-2022-027 re: Fine Free Budget Implications

M. Southern presented Report No. LBD-2022-027 which provided information on the anticipated financial impact if HHPL were to adopt a fines-free model. It was noted that HHPL has been fines free for children and youth since of June 19, 2019, and that over the past several years, there has been a national trend for libraries to move to a fines-free model.

Advisory bodies such as the Ontario Library Association also support a fines free approach as a means of reducing barriers and increasing accessibility to library services.

M. Southern further explained that fines have never been a reliable source of revenue, and that with the introduction of HHPL's new accountability mechanism in October 2021, there has been an increase in items being returned on time, an increase in the damaged and recovered fees collected, and a decrease in the amount of fines collected. This year, it is anticipated that staff will be able to make up an anticipated shortfall in fines revenue from other sources such as room rentals, now that post-pandemic demand is increasing. It is expected that further reductions in fines revenue would need to be offset within the existing operating budget.

Moved by B. Cosper

That Report No. LBD-2022-027 be received;

AND FURTHER, the Board directs staff to explore and provide options for achieving fines free, for consideration during budget discussions.

Seconded by T. Smith

06/08/22-8

CARRIED

12.5 Report No. LBD-2022-023 re: Chief Librarian's Report – June 2022

Highlights noted from the Chief Librarian's Report – June 2022:

- HHPL hosted the virtual program "The Witness Blanket: Truth, Art and Reconciliation" on May 24. This program was created as part of the Truth and Reconciliation Commission and provides information on the history in Indian Residential Schools in Canada through the artistic display of artifacts from every residential school. It is estimated that 4,000 students viewed this session.
- New laptops have been purchased for in-library use and will enhance the Creativity Centre by providing access to updated software for the Cricut machines and 3D printer.
- Exam Cram for high school students is returning to both branches. A new "lock in" feature is being introduced where students in the library at closing time will be allowed to stay for extended study hours until 7 or 10pm, depending on the day.
- Summer Reading Club will launch on June 18 at the Georgetown Branch, and on June 25 at the Acton Branch.
- Two staff members recently attended the University of Guelph Accessibility Conference.
- Two staff members attended the OLA Neurodiversity in the Library conference.

M. Southern reported that HHPL had recently received a donation from Community Foundation Halton North as we are participating in their upcoming Gala on June 23. Board members were encouraged to attend if available.

Moved by M. Kindbom
Seconded by A. Lawlor
06/08/22-9

That the Chief Librarian's Report – June 2022 be received.
CARRIED

13.0 Health & Safety Report

M. Southern reported that there had been no Health & Safety incidents reported since the May Board meeting.

14.0 In Camera re: Personnel Matter

Moved by T. Smith
Seconded by B. Cosper
06/08/22-10

That the meeting move In Camera.
CARRIED

C. Hanman, B. King and M. Querques left the meeting.

Moved by T. Smith
Seconded by B. Cosper
06/08/22-11

That the meeting move Out of Camera.
CARRIED

Rising Report:

The Board reported that information had been received pertaining to an identifiable individual including municipal or local board employees. Further information and discussion will take place at a Special Board meeting to be scheduled at the call of the Chair.

15.0 Next Meeting

Wednesday, September 14, 2022
7:00 p.m.
Georgetown Branch Boardroom and Zoom

16.0 Adjournment

Moved by L. Caissie
Seconded by B. Cosper
06/08/22-12
The meeting adjourned at 9:25 p.m.

That the meeting be adjourned.
CARRIED

Signed: _____
Keith Medenblik, Chair
Halton Hills Public Library Board

Signed: _____
Melanie Southern, Chief Librarian
Halton Hills Public Library

APPROVED: September 14, 2022
DATED: September 14, 2022