

Halton Hills Public Library Board

Wednesday, March 22, 2023

Hybrid: Georgetown Branch Boardroom & Zoom

7:00 p.m.

Minutes

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

1. Declaration of Quorum

B. King declared that a quorum was present and called the meeting to order at 7:18 p.m.

2. Land Acknowledgement

B. King read an Indigenous Land Acknowledgement.

3. Election of Officers

3.1. Election of Chair

- K. Medenblik nominated B. Cospers for the position of Chair of the Halton Hills Public Library Board. B. Cospers accepted this nomination.
- As there were no further nominations, B. King declared B. Cospers to be the Chair of the Halton Hills Public Library Board, by acclamation.

3.2. Election of Vice Chair

- K. Medenblik nominated M. Kindbom for the position of Vice Chair of the Halton Hills Public Library Board. M. Kindbom accepted this nomination.
- As there were no further nominations, B. King declared M. Kindbom to be the Vice Chair of the Halton Hills Public Library Board, by acclamation.

3.3. Directors/Trustees and Like Officials Worksheet

- Each member of the new 2022-2026 HHPL Board filled out the Directors/Trustees and Like Officials Worksheet.

As the elected Board Chair, B. Cospers took over the role of meeting Chair.

4. Approval of Agenda

Moved by M. Kindbom
Seconded by Councillor Inglis
03/22/23-1

That the agenda be approved as presented.

CARRIED

5. Declaration of Pecuniary Interest

None declared.

6. Minutes

6.1. Minutes of December 14, 2022

Moved by T. Smith

That the minutes of December 14, 2022 be approved as presented.

Seconded by M. Kindbom
03/22/23-2

CARRIED

7. Consent Agenda

7.1. Report No. LBD-2023-004 – Chief Librarian & CEO Report – January 2023

Moved by A. Hilson

That Report No: LBD-2023-004 re: Chief Librarian & CEO Report – January 2023 be received for information.

Seconded by J. Marshall
03/22/23-3

CARRIED

7.2. Report No. LBD-2023-006 – Chief Librarian & CEO Report – February 2023

Moved by A. Hilson

That Report No: LBD-2023-006 re: Chief Librarian & CEO Report – February 2023 be received for information.

Seconded by J. Marshall
03/22/23-4

CARRIED

8. Correspondence

None.

9. Delegations/Presentations

None.

10. Business Arising

None.

11. Updates (including sub-committees)

11.1. Advocacy Committee

- B. King provided an overview of the purpose and activities of the Advocacy Committee.
- The need for advocacy was identified in the strategic plan process.
- E. Daly and A. Strachan volunteered to serve on the Advocacy Committee.

11.2. Friends of the Library (FOL)

- B King reported:
 - An update was provided at the February Board orientation.
 - The Friends of the Library last met on February 16.
 - They are interested in long-term fundraising initiatives and staff are working on identifying projects.

- They are looking for one Board member to join them. They meet on the third Thursday of the month at 1:00 pm, but are amenable to changing their meeting time.
- L. Teggart volunteered to be the Board representative for the FOL.

11.3. Council

Councillor Hilson reported that:

- The Town of Halton Hills will see a lot of growth in the next 20 years as the community doubles in size.
- There has been discussion of a third library branch.
- Bill 23 is eliminating development fees that would typically be allocated for community building projects.
- Inflation and limited funding pose a significant financial challenge for the municipality. These challenges may not affect the library in the near future, but it will.

Councillor Inglis reported that:

- Bill 23 is going to impact all communities.
- Vision Georgetown will address the anticipated population growth with expansion plans from Trafalgar Rd to Eighth Line and Tenth Side Road to Fifteenth Side Road.
- There are plans to intensify growth and increase density in favour of encroaching on farmland.
- More than half of Council has changed.
- Council participated in a Net Zero workshop on March 20. For a small community, we're one of the leaders in Canada in terms of our climate change initiatives.

11.4. Community Connections

- B. King provided an overview of the purpose of discussing Community Connections at Library Board meetings.
- The Federation of Ontario Public Libraries (FOPL) has requested \$9.4 million annually for the Ontario Digital Public Library, which would provide a base level of digital resources across the province. There will be a budget meeting on March 23 to decide on this. Over 50 news outlets picked up on the story.
- B. Cospser noted that Mississauga Public Library has purchased advertising space on big outdoor billboards visible from highway 407.
- [TVO's The Agenda](#) had a session on March 16 on the importance of libraries to social infrastructure called: Is This the Era of the Library?
- [CBC's The Current](#) featured a discussion on the concerns about safety and library culture on March 17.
- [CTV's Shelved](#) is a new workplace comedy show highlighting relevant issues impacting public libraries.
- There was discussion on the rise of violence in the community and how that has been impacting the library. The Board indicated interest in having access to the homelessness and empathy training that staff complete.
- It was agreed that if there is ever a health and safety concern, it will be at the top of the agenda.

12. Financial Report

12.1. Month End Report (December 2022)

- The projected year-end variance was 7%. It ended up at 6.3% mainly due to staffing gaps.

12.2. Month End Report (February 2023)

- HHPL is slightly under budget at 4% due to staffing gaps.
- There have been several recent hires. All vacancies should be filled by April.
- Staff have a strategy for dealing with the under expenditure. An internal staff member has been identified to help with advancing strategic development in various areas.

12.3. Report No. LBD-2023-007 re: 2021 Audited Financial Statements

- B. King presented the 2021 audited financial statements.
- As part of the Annual Library Survey, the Ministry of Tourism, Culture, and Sport requires the year-end financial statements be accepted as presented by the Library Board.

Moved by T. Smith

That Report No. LBD-2023-007 re: 2021 Audited Financial Statements be received;

AND THAT the Library Board accepts the 2021 audited financial statements as presented.

Seconded by A. Hilson

03/22/23-5

CARRIED

12.4. Report No. LBD-2023-008 re: 2022 Quarter 4 Metrics Report

M. Querques presented information and statistics regarding library usage from October to December 2022. Highlighted items:

- Over 1,100 new library cards registrations.
- System circulation increased by almost 7%, which equates to providing an additional 31,000 items to the collection.
- In-person visits increased by 54%, which is an average of an additional 1,200 residents visiting the library per week.
- The Board asked if they could be provided with demographic information on the 1,100 new registrations and how to access a calendar of events so they can know in advance about planned events.

Moved by M. Kindbom

That Report No: LBD-2023-008 re: 2022 Quarter 4 Metrics Report be received for information.

Seconded by J. Marshall

03/22/23-6

CARRIED

13. New Business

13.1. Ontario Library Service Board Assemblies Appointment

- B. King provided an overview of the [Ontario Library Service \(OLS\) Board Assemblies](#).
- Each library appoints one Board member.

- They meet virtually twice a year; the next meeting is April 20 from 4:00 p.m. to 6:00 p.m. for populations over 30,000.
- C. da Rocha-Feeley volunteered to be the OLS representative for the HHPL Board.

13.2. Friends of the Halton Hills Public Library Appointment

- [Friends of the Library](#) appointment was covered at 11.2.

13.3. Report No. LBD-2023-009 re: 2023 Key Agenda Items

- B. King presented for Board consideration a proposed schedule of anticipated reports to be presented in 2023, noting that this is not a comprehensive list and that the schedule can be adjusted throughout the year as needed.

Moved by K. Medenblik

That Report No: LBD-2023-009 re: 2023 Key Agenda Items be received for information.

Seconded by T. Smith
03/22/23-7

CARRIED

13.4. Report No. LBD-2023-010 re: Proposed 2023 Board Meeting Schedule

- L. Mazza Brenton presented the revised Board meeting schedule for 2023.
- Meetings will be held on the fourth Wednesday of the month and will alternate between the Georgetown and Acton branches.
- In-person attendance is strongly encouraged, but hybrid meetings to allow for virtual attendance will be made available upon request.

Moved by A. Hilson

That Report No. LBD-2023-010 re: Proposed 2023 Board Meeting Schedule be received;

Seconded by A. Strachan
03/22/23-8

AND THAT The Halton Hills Public Library Board approves the Board Meeting Schedule for 2023.

CARRIED

13.5. Report No. LBD-2023-011 re: Policy Review Process

- B. King provided an overview of the policy review process.
- Policies are reviewed on a four-year cycle and reviewed by the Board in two steps.
- Staff will develop a new policy called the Policy Development Framework to be presented in April.

Moved by T. Smith

That Report No. LBD-2023-011 re: Policy Review Process be received;

AND THAT the Halton Hills Public Library Board approves the Policy Review Process;

AND FURTHER THAT the Halton Hills Public Library Board approves directing staff to develop a new Policy Development Framework policy.

Seconded by J. Marshall
03/22/23-9

CARRIED

13.6. Report No. LBD-2023-012 re: Endowment Fund Agreement

- B. King reported on the endowment fund agreement with the Community Foundation Halton North (CFHN), a process that started in 2017.
- After extensive consultation with both charitable law and contract law specialists, staff have the final agreement and are seeking the Board's approval so it can be presented to CFHN.

Moved by A. Hilson

That Report No. LBD-2023-012 re: Endowment Fund Agreement be received;

AND THAT the Halton Hills Public Library Board approves the submission of the Endowment Fund Agreement to the Community Foundation Halton North to facilitate the creation of the Halton Hills Public Library Foundation and endowment fund.

Seconded by M. Kindbom
03/22/23-10

CARRIED

13.7. Memo No. LBM-2023-001 re: Board Recruitment and Selection

- B. King provided an update on the Board recruitment and selection process following the 2022 municipal election.
- It was a well-received campaign with over 50 applicants – an unprecedented response.
- At the December 2022 Board meeting, the Board suggested that applicants who were not appointed to the new 2022-2026 term be contacted to see if they would like to be involved with the library in other ways. The current Board agrees that this would be a good idea. Staff will reach out to the Clerks Division to contact candidates not appointed. Staff will initially assess skills to determine how interested individuals could help support the library. It was suggested that current Board members could also complete the same assessment.
- It was suggested that the marketing materials and efforts that were used in the library's campaign be shared with the Town as the other committees and boards did not have as many applicants.

13.8. Report No. LBD-2023-013 re: Tales on the Trails StoryWalk: Credit Valley Conservation Partnership

- J. Mandarino provided information about HHPL's partnership with Credit Valley Conservation and Orangeville Public Library to offer the Tales on the Trails StoryWalk program at Island Lake Conservation and Terra Cotta Conservation areas.
- The first StoryWalk will be piloted during the Maple Syrup Festival in March.
- An official launch with permanent installations is scheduled for June 2023.
- This information will be submitted to Halton Hills Council as a memorandum at the March 27 meeting.

Moved by J. Marshall

That Report No: LBD-2023-013 re: Tales on the Trails StoryWalk: Credit Valley Partnership be received for information.

Seconded by B. Inglis
03/22/23-11

CARRIED

13.9. Report No. LBD-2023-014 re: Chief Librarian & CEO Report – March 2023

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

- Earth Week 2023 includes participation in the Town’s Net Zero event on April 22.
- Halton Hills FanFest takes place on April 29.
- Battle of the Books takes place on March 29 and 30 with the Grand Battle on April 27. Board members are encouraged to attend.

Moved by C. da Rocha-Feeley
Seconded by M. Kindbom
03/22/23-12

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

CARRIED

14. Health and Safety Report

B. King reported that the Town will be amalgamating the union and non-union Joint Health and Safety committees because they have had challenges getting worker members to join.

15. Next Meeting

Wednesday, April 26, 2023

7:00 p.m.

Georgetown Branch, Boardroom

16. Adjournment

Moved by M. Kindbom
Seconded by L. Teggart
03/22/23-13

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:18 p.m.

Signed: _____

Betsy Coper, Chair
Halton Hills Public Library Board

Signed: _____

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

APPROVED: April 26, 2023

DATED: April 26, 2023