

Halton Hills Public Library Board

Wednesday, May 24, 2023
Georgetown Branch Boardroom
7:00 p.m.

Minutes

Present: Betsy Coper (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. Declaration of Quorum

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

2. Land Acknowledgement

B. Coper read an Indigenous Land Acknowledgement.

3. Approval of Agenda

Approved.

Moved by T. Smith
Seconded by K. Medenblik
05/24/23-1

That the agenda be approved as presented.
CARRIED

4. Declaration of Pecuniary Interest

None declared.

5. Minutes

5.1. Minutes of April 26, 2023

The following revisions were requested:

- 6.1 – Article *in Halton Hills Today* (previously recorded as *Hilton Hills Today*)
- 10.3 – Councillor Inglis did not speak to the Tales on the Trail StoryWalk® at the Council meeting
- Correction to the order of the in camera motions

Moved by A. Hilson
Seconded by J. Marshall
05/24/23-2

THAT the minutes of April 26, 2023 be approved as amended.
CARRIED

5.2. In Camera Minutes of April 26, 2023 (CONFIDENTIAL)

Moved by T. Smith

THAT the in camera minutes of April 26, 2023 be approved as presented.

Seconded by M. Kindbom
05/24/23-3

CARRIED

6. Consent Agenda

Moved by B. Inglis

THAT the following consent items be approved:

- Report No. LBD-2023-022 re: Policy Review: Policy Development
- Report No. LBD-2023-023 re: Bird Friendly Halton Hills

Seconded by T. Smith
05/24/23-4

CARRIED

7. Correspondence

7.1. Resident Letter re: Drag Queen Storytime

7.2. Response to Resident Letter re: Drag Queen Storytime

- There was discussion around the procedure for responding to letters and requests of this kind. Initial complaints are addressed by the staff. There is a formal process that includes an official request for reconsideration. Requests that are escalated would then be presented to the Board.
- All items of correspondence were received for information.

8. Delegations/Presentations

8.1. Presentation on Intellectual Freedom

B. King provided a presentation on Intellectual Freedom: Drag Queen Storytime

- The Drag Queen Storytime program aligns with HHPL's Strategic Plan and supports the library's value of intellectual freedom.
- The performers take traditional elements of professional performance for children and add additional components intended to promote inclusion and diversity.
- The underlying message is empowering children to be their own true selves.
- Libraries and other community groups have found that Drag Queen Storytimes are a successful and entertaining way to offer 2SLGBTQ+ positive family programming.
- History of the Drag Queen Storytime program at HHPL:
 - The Board first endorsed the Drag Queen Storytime program in 2019. 150 people attended.
 - It was offered virtually in 2020 with over 760 views on the library's YouTube page.
 - Due to pandemic restrictions, it was not offered in 2021.
 - The program returned to in-person in 2022 in the John Elliott Theatre with a meet and greet in the Children's area. There were 150 participants.
- The intention for 2023 is to return to the same format as last year. The ticketed theatre event allows for better event management, discouraging drop-in attendees. This year, the program will be promoted as Fay and Fluffy Storytime®, not Drag Queen Storytime, a similar approach used by other libraries.
- The library will shift its marketing approach for this program including advertising the performers' names, in line with how other performances are advertised. The library will

work more closely with organizations that support the 2SLGBTQ+ community in Halton, including Pflag and Queer@Rock to offer display space and to share resources.

- Staff will receive de-escalation training, talking points and support to help them address any concerns raised by members of the community.
- This year's event will be on Saturday, July 8 at 10:00 am during the Downtown Georgetown Farmers' Market and Friends of the Library book sale.
- The plaza has also been booked that morning with plans to run children's activities and ensure a welcoming environment both inside and outside.
- Halton Police will be consulted and provided with advance notice of the event. Staff will follow their recommendations.
- B. King is working with the CEOs from other Halton libraries to develop a holding statement in support of Pride activities which will be released if negative feedback is received.

9. Business Arising

9.1. Report No. LBD-2023-024 re: HHPL Board 2023 Objectives

- M. Kindbom, J. Marshall, and B. King met as a subcommittee of the Board to rework the 2023 Board objectives which were first presented at the April Board meeting.
- J. Marshall explained that the document was revised to make it one page, easy to read, and allow for flexibility and measurability. Subcategories have also been added to help guide the work of the Board. It was emphasized that the objectives are not meant to be a checklist for the Board.
- Typically, the objectives are prepared in the fall, but they are being done now because of the timing of the Board appointments and launch of the strategic plan.
- The objectives will be reviewed annually.
- There was discussion around land acknowledgements and our responsibility to the land on which we live on. It was agreed that Board members will rotate responsibility for the land acknowledgment.
- There was further discussion around the possibility of inviting a speaker from the Mississaugas of the Credit and sharing various Indigenous resources, such as the Moccasin Identifier presentation.
- Rising reports:
 - An update on HHPL's Truth and Reconciliation journey including resources. To be presented at the June or September meeting.
 - An update on HHPL's move towards a fines-free model and the impacts. To be presented at the June meeting.

Moved by E. Daly

THAT Report No: LBD-2023-024 re: the revised Halton Hills Public Library Board 2023 Objectives be received;

AND FURTHER THAT the Board approves the revised Board Objectives for 2023.

Seconded by B. Inglis
05/24/23-5

CARRIED

10. Updates (including sub-committees)

10.1. Advocacy Committee

- The committee will meet on June 1, 2023 at 11:30 a.m.

10.2. Friends of the Library (FOL)

- L. Teggart reported that:
 - The Friends have not met.
 - Their Annual General Meeting is May 25, 2023 at 1:00 p.m.

10.3. Council

- Councillor Hilson reported that:
 - The premier has been making changes to planning: Peel Region will be dismantled.
 - The Hungry Hollow Trail opened. There are several free events planned to promote it, including a tree planting event on May 27 and a walk with the Georgetown Lions Club on May 28.
 - The Downtown Georgetown Farmers' Market opens on Saturdays from 8:00 a.m. to 12:30 p.m. starting June 3.
 - The Acton Farmers' Market is now called the Acton Outdoor Market and runs on Thursday evenings from 4:00 to 7:00 p.m. starting June 1.
 - The Town is participating in School Crossing Guard Appreciation Week, a province-wide celebration, June 5-9.
 - Councillor Hilson will be attending the Federation of Canadian Municipalities Conference in Toronto, May 24-28.
- Councillor Inglis reported that:
 - The Town has updated the fireworks by-law. Fireworks may be discharged without a permit on Victoria Day, Canada Day, Lunar New Year, Diwali, and New Year's Eve. A permit is required to discharge fireworks outside these days.
 - The Town will be launching an Automated Speed Enforcement system in response to the high volume of complaints received by the Mayor and Council regarding traffic and speeding. As part of the Town's traffic calm initiatives, a camera will be installed that will rotate to areas throughout Halton Hills. The camera will generate speeding tickets automatically. Residents will be informed in advance of the location of the camera.
 - The Georgetown Armory was designated as a Heritage Site at the last Council meeting.
 - There was discussion about land development around the area near the Georgetown GO station. Currently, the Town is in talks with a developer about some preliminary ideas.
 - Norval United Church has divided their land and designated an area for a six-storey residential building.

10.4. Community Connections

- B. Cosper met with a resident who came into the library to use the Cricit Maker and praised B. Kinsella's outstanding customer service.

- T. Smith noted that the Georgetown food bank is struggling and in need of support. There are a lot of fundraisers people can participate in to help support them. Staff have been involved in a Town-led food drive in collaboration with the United Way with donations split equally between the Georgetown Bread Basket and Acton Food Share.

11. Financial Report

11.1. Month End Report – April 2023

- B. King reported that:
 - Revenue is under budget by approximately 10% 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 for the Community Librarian, Associate, and Aide positions. The Community Librarian position will be filled May 23 and supervisors are in the process of interviewing for the remainder of the staff vacancies. It is anticipated that the staffing gaps will be reduced by mid-May with the start of the summer students and co-op placements.
 - The percentage remaining at the end of April is 73%, indicating that the library is 6% under budget, which can be attributed to staffing gaps experienced to date.

Moved by A. Strachan THAT the financial month end report for April 2023 be received for information.

Seconded by J. Marshall
05/24/23-6 CARRIED

12. New Business

12.1. Report No. LBD-2023-025 re: Drag Queen Storytimes at HHPL

Moved by A. Hilson THAT Report No. LBD-2023-025 re: Drag Queen Storytimes at HHPL be received.

Seconded by E. Daly
05/24/23-7 CARRIED

12.2. Report No. LBD-2023-026 re: Policy Review: Library Board Member Reimbursement Policy and Planning Policy – First Review

Moved by M. Kindbom THAT Report No. LBD-2023-026 re: Policy Review: Library Board Member Reimbursement Policy and Planning Policy – First Review be received;

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

Seconded by L. Teggart
05/24/23-8 CARRIED

12.3. Report No. LBD-2023-027 re: Policy Review: Donations, Sponsorship, and Fundraising Policy – First Review

- The following revisions were recommended:
 - Remove specific references to the ways in which donations can be made.
 - Remove the introductory details about the endowment fund. Instead, that section can start at “Relationship with Community Foundation Halton North (CFHN)”.
 - Merge sections “Gifts-in-Kind” and “Non-Cash Gifts” into one section for clarity.
 - Additional comments can be made directly to staff.
- The Town is looking at developing a similar policy and may refer to the library’s Donations, Sponsorship, and Fundraising Policy (Policy No. BPM-11-004) as a starting place.

Moved by L. Teggart

THAT Report No. LBD-2023-027 re: Policy Review: Donations, Sponsorship, and Fundraising – First Review be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to revise the proposed policies 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 T. Smith
05/24/23-9

CARRIED

12.4. Report No. LBD-2023-028 re: 2024 Budget Process and Business Plan Schedule

- The Town’s 2024 budget process begins in June.
- The preliminary operating budget, capital budget, and forecast should be available to share at the June Board meeting.

Moved by J. Marshall

THAT Report No: LBD-2023-028 re: 2024 Budget Process and Business Plan Schedule be received.

Seconded by A. Hilson
05/24/23-10

CARRIED

12.5. Report No. LBD-2023-029 re: Staff Development Day

- Staff would like to close both branches on Monday, November 6, 2023 for a Staff Development Day.
- The first time the library was closed for a full day for a Staff Development Day was in 2019. Nothing was planned for 2020 due to pandemic restrictions. In 2021 and 2022, half-day morning sessions were offered without a library closure.
- These days are well-received by staff. Returning to a full-day closure will ensure staff can fully engage in the professional development activities and reaffirm the library’s commitment to staff wellbeing and personal growth.
- Planning for the day is still in progress. The intention is to start the day with keynote speakers and invite the Board and other Town staff to attend.

- Going forward, Staff Development Day will be included in the Board report for closure dates for the year.

Moved by K. Medenblik

THAT Report No: LBD-2023-029 re: Staff Development Day be received;

AND FURTHER THAT the Halton Hills Public Library Board authorize a one-day closure of the system on Monday, November 6, 2023 to support a Library Staff Development Day.

Seconded by C. da Rocha-Feeley

05/24/23-11

CARRIED

A. Strachan left the meeting.

12.6. Report No. LBD-2023-030 re: Chief Librarian & CEO Report – May 2023

Highlights noted from the Chief Librarian's Report – May 2023:

- The library is involved in several Town of Halton Hills cross-departmental committees, including a manager's workshop on April 27 to facilitate staff engagement and collaboration.
- The library's Content & Technologies team won the Town's Our Thanks to You Sustainability Award.
- On May 23, the library held its first staff milestone recognition event:
 - 15 new staff that started in the last three months were welcomed
 - One staff member was recognized for completing a marketing diploma with McMaster University Continuing Education
 - Several staff members were recognized for their years of service, including one who was celebrating 40 years with HHPL
- The Tales on the Trail Storywalk® initiative launches on June 16. There will be two ceremonies – one at Island Lake Conservation Area with Orangeville Public Library at 10 a.m. and one at Terra Cotta Conservation Area with Halton Hills Public Library at 1 p.m. B. King and B. Cospier will be speaking at the Terra Cotta Conservation Area ceremony. All Board members are welcome to attend both events.
- The all-ages Summer Reading Challenges start in June with special launch events happening in Georgetown on June 17 and in Acton on June 24.
- The library lockers at the Gellert Community Centre had its soft launch this week. A bigger, official launch will be rolled out once staff are confident it is operating efficiently.

Moved by T. Smith

THAT Report No: LBD-2023-030 re: Chief Librarian & CEO Report – May 2023 be received.

Seconded by J. Marshall

05/24/23-12

CARRIED

13. In Camera re: Personnel Matter

Moved by B. Inglis

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

13.1 Verbal Update from B. Coper regarding personnel matters about an identifiable individual.

Seconded by T. Smith

05/24/23-13

CARRIED

Moved by B. Inglis

THAT the meeting move Out of Camera.

Seconded by L. Teggart

05/24/23-14

CARRIED

Motion to approve In Camera items:

Moved by M. Kindbom

THAT the Board approve that the Chair initiates a 360-review program with chosen vendor and that the Chair will organize documentation to extend the contract for the Acting Chief Librarian and CEO until June 30, 2024.

Seconded by C. da Rocha-Feeley

05/24/23-15

CARRIED

14. Health and Safety Report

Nothing to report.

15. Next Meeting

Wednesday, June 28, 2023

7:00 p.m.

Georgetown Branch, Boardroom

16. Adjournment

Moved by J. Marshall

THAT the meeting be adjourned.

Seconded by L. Teggart

05/24/23-16

CARRIED

The meeting adjourned at 9:32 p.m.

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

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

APPROVED: June 28, 2023

DATED: June 28, 2023