

Halton Hills Public Library Board Meeting

Wednesday, November 22, 2023

Georgetown Branch

7:00 – 9:00 p.m.

Minutes

Members Present: Betsy Coper (Chair), Erica Daly, Christina da Rocha-Feeley, Councillor Alex Hilson, Councillor Bob Inglis, Matt Kindbom (Vice Chair), 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. Coper declared that a quorum was present and called the meeting to order at 7:02 p.m.

2.0 Land Acknowledgement

Councillor B. Inglis read an Indigenous Land Acknowledgement.

3.0 Approval of Agenda

J. Marshall provided the correct title for her presentation:
Item No. 8.1: 2023 OLS Virtual Conference for Boards

Moved By: M. Kindbom

Seconded By: Councillor A. Hilson

THAT the agenda be approved.

CARRIED AS AMENDED

4.0 Declaration of Pecuniary Interest

NIL

5.0 Minutes of Previous Library Board and Sub-Committees Meetings

K. Medenblik requested a change to the process through which confidential minutes are distributed to the Board. Staff will investigate alternative distribution methods.

Moved By: Councillor A. Hilson

Seconded By: Councillor B. Inglis

THAT the following minutes are hereby approved:

5.1 Minutes of the Library Board meeting held on October 25, 2023

5.2 Confidential Minutes of the Library Board meeting held on October 25, 2023

5.3 Minutes of the Library Board meeting held on November 2, 2023

5.4 Confidential Minutes of the Library Board meeting held on November 2, 2023

5.5 Minutes of the Advocacy Committee meeting held on October 5, 2023

CARRIED

6.0 Consent Agenda

Moved By: J. Marshall

Seconded By: T Smith

THAT the following Consent Items from the November 22, 2023 Library Board meeting are hereby approved as presented:

6.1 Report No. LBD-2023-059 re: Chief Librarian & CEO's Report – October 2023

6.2 Report No. LBD-2023-060 re: 2024 Key Agenda Items

CARRIED

7.0 Correspondence

NIL

8.0 Presentations/Delegations

8.1 2023 OLS Virtual Conference for Boards

- J. Marshall provided an overview of the Ontario Library Service Virtual Conference she attended on September 28, 2023, highlighting:
 - The introduction by Dr. Sean Meades from the NORDIK Institute on the Valuing Ontario Libraries Toolkit (VOLT). VOLT is a measure of the value of public libraries which works out the social return on investment (SROI).
 - The keynote address by Dr. Kate Graham from Huron University College on navigating municipal relationships and the components of an advocacy strategy.
- A recording of the conference is available on the OLS Learn HQ website.
- Additional VOLT training sessions will be available in December 2023 and January 2024.

9.0 Business Arising

9.1 Report No. LBD-2023-057 re: Proposed 2024 Board Meeting Schedule

- The Library Board meets on the fourth Wednesday of the month.
- It was agreed that the January meeting will occur on January 31 to accommodate the Ontario Library Association Super Conference which runs from January 24-27.
- The February meeting of the Board will be a professional development workshop.

Moved By: Councillor A. Hilson

Seconded By: J. Marshall

THAT Report No. LBD-2023-057 dated October 19, 2023, regarding the Proposed 2024 Board Meeting Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2024 Board Meeting Schedule as amended.

CARRIED AS AMENDED

9.2 Report No. LBD-2023-058 re: Proposed 2024 Closure Schedule

- B. King presented the proposed 2024 Holiday Closure Schedule, noting that the library will be open on Family Day and closed on October 7 for Staff Professional Development Day.

Moved By: Councillor B. Inglis

Seconded By: K. Medenblik

THAT Report No. LBD-2023-058 dated October 19, 2023, regarding the Proposed 2024 Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2024 Closure Schedule.

CARRIED

9.3 Report No. LBD-2023-055 re: Policy Review: Occupational Health and Safety and Gift Acceptance – First Review

- The Occupational Health and Safety Policy is reviewed annually. Minor updates were made to the policy to improve clarity. The Board requested that the policy be updated so that it clearly indicates that it is for both physical and mental health and safety.
- The Gift Acceptance Policy has been rescinded since all the information has been captured in the Donations, Sponsorship, and Fundraising Policy (BPM-11-004).

Moved By: K. Medenblik

Seconded By: J. Marshall

THAT Report No. LBD-2023-055 dated October 19, 2023, regarding the Policy Review: Occupational Health and Safety and Gift Acceptance – 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.

CARRIED

10.0 Updates (including Sub-committees)

10.1 Advocacy Committee

- The Advocacy Committee met on November 16 to discuss a possible networking event between the Library Board and Town Council. The Committee proposed that the event take place in the spring of 2024. Staff to provide options regarding next year's programming and events schedule that could tie in with this event before a date is set.
- The Advocacy Committee also discussed the first draft of the benefits of the library key messages. Some revisions were requested, including offering more stories and personalized examples.
- The next meeting is December 14, 2023.

10.2 Friends of the Library (FOL)

L. Teggart reported that:

- The Friends met on November 16, 2023.
- They are currently working toward complying with the Not-for-Profit Corporations Act and are investigating if dissolving their incorporation would be worthwhile.
- The Friends will donate \$2,000 to the Halton Hills Public Library Foundation through the Community Foundation Halton North by December 31.
- Book sales were successful in 2023. The Friends increased their book prices in response to suggestions from patrons.
- The Friends are keen to fund a large project for the library. Various options will be considered.
- An outdoor book sale will take place on December 2 as part of the Library's Winter Wonder event.
- Membership was steady at 85 people.
- Their next meeting is January 18, 2024.

10.3 Council

Councillor A. Hilson reported that:

- Council met on November 20. Mayor Lawlor congratulated B. King on her appointment as Chief Librarian & CEO.
- The library's presentation regarding the 2022 Annual Report at the October 30 Council meeting was well received.
- The Library and Cultural Centre Plaza Indigenous Public Art Project was sent back for review due to financial concerns.
- Council had a budget workshop on November 13.
- He recently attended the opening of a new business, Re-Juvenation, in Downtown Georgetown.

Councillor B. Inglis reported that:

- Atura Power Plant would like to upgrade their turbines to make them more efficient and add a new one. There are concerns related to climate change. Residents are encouraged to share their feedback with Council.
- Construction in Georgetown south will be ongoing for the next couple of years.
- Council is developing a new strategic plan for the Town. Public comments are being accepted on the Let's Talk website from November 21 to December 7. B. Cosper to submit comments on behalf of the Board. The strategic plan will be discussed at the December 11 Council meeting.
- Strong Mayor Powers were granted to the Town after Council signed the housing pledge.
- The final concept for Gellert Park has been approved. Public opinions and suggestions are being received and the plan will be voted on in early 2024.

10.4 Community Connections

- A. Strachan reported that a resident she spoke with recently told her that the library has been the best place for them to spend their time while their house is under renovation. She also used a study space one Friday morning and was impressed by the significant number of people who were in the library at that time of the day.
- J. Marshall visited the library one afternoon and observed a lot of teenagers using the Fireplace Lounge.

11.0 Financial Report

11.1 Month End Report – October 2023

As of October 2023:

- Total revenues are under budget by 37%. This is due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.
- Salaries, wages, and benefits are 7% under budget.
- Materials and supplies are under budget by 13%; however, not all expenditures have been posted for this period.
- The percentage remaining is 22.5%, indicating that the library is 5.8% under budget. This can be attributed to the staffing gaps.

Moved By: C. da Rocha-Feeley

Seconded By: M. Kindbom

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

CARRIED

12.0 New Business

12.1 Report No. LBD-2023-061 re: Library Organizational Strategy to Support Growth in Halton Hills

- Council adopted the Municipal Housing Pledge in October 2023. There will be 9,500 new homes in Halton Hills by 2031, with construction starting in 2026. This equates to approximately 23,750 new residents.
- To address the needs of these new residents, a new library branch is planned for 2032. In the interim, Library Lockers have been installed at the Gellert Community Centre to support Georgetown South residents and the Vision Georgetown development.
- Staff are reviewing procedures and policies, as well as the current organizational structure, and making changes to better meet the growing needs of the community and ensure operational efficiency and service excellence.
- Recent staffing changes were discussed, including an identified need for additional hours to support service delivery.
- A comprehensive organizational review will be conducted in 2024.

Moved By: K. Medenblik

Seconded By: T. Smith

THAT Report No. LBD-2023-061 dated November 16, 2023, regarding the Library Organizational Strategy to Support Growth in Halton Hills be received.

CARRIED

12.2 Report No. LBD-2023-062 re: Employee Retention Review Phase Two

- As part of the Employee Retention Review, Phase Two, the library will work to align HHPL's benefit offering for part-time employees with other library systems.

- Offering benefits to part-time employees will impact the operating budget. Funding and feasibility will be reviewed once the cost of offering benefits is assessed.
- The feasibility of offering part-time employees a health spending account will also be assessed.
- By aligning the benefits package with other comparator library systems, HHPL will enhance its ability to attract and retain talent.

THAT Report No. LBD-2023-062 dated November 16, 2023, regarding the Employee Retention Review Phase Two be received;

AND FURTHER THAT the Library Board approves the recommended benefit offerings to be assessed for part-time employees as outlined in Appendix 2;

AND FURTHER THAT a cost assessment be completed for the recommended benefit offerings for part-time employees and presented to the Board for review and consideration for the 2025 operating budget submission.

Moved By: E. Daly

Seconded By: T. Smith

CARRIED

12.3 Report No. LBD-2023-063 re: 2023 Quarter 3 Metrics

Deferred to the next meeting of the Library Board.

12.4 Report No. LBD-2023-064 re: 2022 Library Comparator Statistics

Deferred to the next meeting of the Library Board.

12.5 Report No. LBD-2023-065 re: Chief Librarian and CEO Report – November 2023

- The Board was notified of the upcoming 50 Anniversary of the Town of Halton Hills event on January 10, 2024. There will be a public reception at the Library and Cultural Centre, followed by a lecture in the John Elliott Theatre by local historian, Mark Rowe. Tickets have been reserved for any Board members interested in attending.

Moved By: T. Smith

Seconded By: J. Marshall

THAT Report No: LBD-2023-065 dated November 16, 2023, regarding the Chief Librarian & CEO's Report – November 2023 be received.

CARRIED

13.0 In Camera

13.1 Confidential re: Personnel Matter

Moved By: Councillor B. Inglis

Seconded By: T. Smith

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

- Confidential Verbal Update regarding personnel matters about an identifiable individual.

CARRIED

Moved By: L. Teggart

Seconded By: T. Smith

THAT the meeting move Out of Camera.

CARRIED

Motion to approve In Camera items:

Moved By: Councillor A. Hilson

Seconded By: K. Medenblik

THAT the recommendations contained in the following Confidential Report from the November 22, 2023, In Camera session 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 November 22, 2023.

- Confidential Verbal Update regarding personnel matters about an identifiable individual.

CARRIED

14.0 Health and Safety Report

- B. King noted that there are no health and safety incidents to report.
- Staff are investigating naloxone kits. An update will be provided to the Board when more information is available.

15.0 Next Meeting

January 31, 2024

7:00 p.m.

Georgetown Branch

16.0 Adjournment

Moved By: M. Kindbom

Seconded By: E. Daly

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:02 p.m.

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

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

APPROVED: January 31, 2024
DATED: January 31, 2024