

Halton Hills Public Library Board

Wednesday, November 9, 2022

Hybrid: Georgetown Branch Boardroom and Zoom

7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Betsy Cospers, Ann Lawlor, Keith Medenblik (Chair), James Schumacker, Tamara Smith

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

Regrets: Matt Kindbom, Joanna Meler, Marilyn Willis

Guest: Emily Dimytosh

1. Declaration of Quorum

K. Medenblik declared a quorum was present and called the meeting to order at 7:03 p.m.

2. Land Acknowledgement

K. Medenblik read an Indigenous Land Acknowledgement.

3. Approval of Agenda

- T. Smith proposed that the Board:
 - Congratulate Councillor Lawlor on being elected the new Mayor of Halton Hills
 - Thank the Board's soon-to-be departing Councillors: Councillor Lawlor and Councillor Brown

Moved by T. Smith
Seconded by J. Schumacker
11/09/22-1

That the agenda be approved as amended.

CARRIED

4. Declaration of pecuniary interest

None declared.

5. Minutes

5.1. Minutes of October 12, 2022

Moved by T. Brown
Seconded by B. Cospers
11/09/22-2

That the Minutes of October 12, 2022 be approved as presented.

CARRIED

6. Consent Agenda

6.1. 2023 Library Board Meeting Schedule

Moved by T. Smith

That the 2023 Library Board Meeting Schedule be approved.

Seconded by B. Cospers
11/09/22-3

CARRIED

7. Correspondence

None.

8. Delegations/Presentations

K. Medenblik acknowledged the guests present:

- Emily Dimytosh, member of the public – attended as a prospective HHPL Board member for the new term (2023-2026)
- Margot Lafrance, HHPL staff member – attended for professional development

9. Business Arising

9.1. 2023 HHPL Business Plan

- B. King presented the 2023 HHPL Business Plan in its final format for information.
- This will be included in the overall budget documentation for the Town going to Council on November 28.

9.2. Report No. LBD-2022-039 re: Board Policy Review: Local History & Archives Policy, Programming Policy, and Resource Sharing Policy (2nd Review)

- J. Mandarino presented the policies that were amended to reflect the discussion that was had in October.

Moved by J. Schumacker

That Report LBD-2022-039 re: Board Policy Review: Local History & Archives Policy, Programming Policy, and Resource Sharing Policy (2nd Review) be received and approved.

Seconded by B. Cospers
11/09/22-4

CARRIED

10. Updates (including sub-committees)

10.1. Advocacy Committee

- No Update.

10.2. Friends of the Library

- B. King reported that the Friends of the Library continue to meet and gain new members.
- The Friends are looking forward to their next fundraising project (their last project was the Acton Reading Deck) and will be reviewing HHPL's sponsored asks for next year. The options for fundraising projects will be presented at the December board meeting.
- It was suggested that Board engagement with the Friends of the Library be revisited when the new board meets in 2023.

10.3. Council Update

- Councillor Brown reported that November 7 was the final day of Council for the 2018-2022 term. It was a good meeting with lots of camaraderie and acknowledgments.

- Councillor Lawlor reported that:
 - Council discussed recent moves made by the provincial government, which will significantly impact municipal planning and operations.
 - The planning regime and the Town's relationship with different agencies will change.
 - The expected economic downturn could affect library funding.
 - Over the next 30 years, the Town of Halton Hills will see its boundaries expand and its population double in size. Municipalities have tended to use development charges to finance growth.
 - The new Council has plans for growth with initiatives like Visit Georgetown, but it won't help much with funding.

10.4. Community Connections Update

- B. Cosper recommended the Library to a community member looking for a meeting space. The resident was unaware that the Library was an option and was very thankful for the suggestion. It was noted that there are opportunities to raise more awareness of all the things the Library offers, and the Advocacy Committee should explore this in the upcoming term.

11. Financial Report

11.1. Month End Report (August)

B. King reported that:

- Financials are consistent with the previous year.

11.2. Month End Report (September)

B. King reported that:

- HHPL is approximately 7% under budget mainly due to staffing gaps. Vacant positions should be filled by the end of the year or early January 2023.
- The verbal update was received for information.

11.3. Budget Inclusion (2023)

B. King reported that:

- The Town determined that the Budget Inclusion process was the best method to document HHPL's 2.9 FTE increase, which resulted from the reorganizational changes due to retirements of long-time positions.
- The FTE increase has a financial impact of just under \$60,000.
- This is not a Library-specific issue; other Town departments are experiencing the same changes.
- There is no impact on the 2023 budget.
- The Budget Inclusion will be part of the budget package going to Council on November 28. It will be addressed in January 2023.

12. New Business

12.1. Report No: LBD-2022-040 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; Staff Development, Association Memberships, and Conferences Policy (1st Review)

J. Mandarin reported on five board policies reviewed for approval.

- Edits were made to improve clarity in language, reflect current practices, and remove information that is covered in the In Charge Person (ICP) Manual and the Personnel Policy Manual (PPM).
- HHPL proposes that the Lockdown policy and Shelter in Place policy be eliminated because the content for both is incorporated in the procedures manual.

Moved by J. Schumacker

That Report No: LBD-2022-040 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; Staff Development, Association Memberships, Conferences Policy be received for review and comment.

Seconded by T. Smith

11/09/22-5

CARRIED

12.2. Report No. LBD-2022-041 re: Integrated Library System Renewal

C. Hanman reported that:

- HHPL's Integrated Library System (ILS) gets replaced every ten years. The next purchase was scheduled for 2024.
- HHPL proposes that the purchase be delayed for three years, until 2026, for a couple of reasons:
 - Delaying the project fits the request from the Town to consider moving capital projects
 - Better timing the purchase to coincide with the next website upgrade

Moved by T. Brown

That Report No. LBD-2022-041 re: Integrated Library System Renewal be received and further that the Board approve a renewal of the current ILS for an additional three-year term from 2023 to 2026.

Seconded by B. Cospers

11/09/22-6

CARRIED

12.3. HHPL Book Locker Design

B. King presented a sneak peek of the design of the remote book lockers:

- The visual identity guide is being finalized with the new designer.
- The lockers are going to be delivered on November 15.
- HHPL staff will work on getting them set up and wrapped with the new design. This will take several weeks.
- An official launch event for the lockers is being planned on December 28 at the Gellert Community Centre, which will coincide with an inflatable planetarium. The two initiatives will be featured as a highlight during the holidays.
- An ad promoting the lockers and other items is planned for December 1.

12.4. Report No. LBD-2022-42 re: Q3 Metrics

M. Querques reported that:

- Compared to YTD Q3-2021, new cardholders increased 62%, system circulation increased 9%, and in-person visits increased 67%.
- Circulation of video games, laptops, and tabletop games continues to increase.
- Social media is still growing; engagement increased by 700 more followers.
- HHPL is returning to pre-COVID-19 usage levels.

- HHPL's marketing strategy will be reviewed in 2023 and identify opportunities for Library staff to support the marketing specialist.

Moved by T. Smith

That Report No. LBD-2022-042 re: Q3 Metrics be received for information.

Seconded by J. Schumacker

11/09/22-7

CARRIED

12.5. Report No. LBD-2022-043 re: Chief Librarian's Report – November 2022

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

- The new website is being launched on November 30 and will coincide with the launch of the new strategic plan and information about the book lockers.
- Winter Wonder program is happening on the first two Saturdays of December in partnership with Downtown Georgetown BIA's Holiday Market. Events will also occur in Acton.
- A name has been selected for the Community Foundation of Halton North Endowment: Halton Hills Public Library Foundation.
- HHPL has applied for a L.E.A.F. Grant to fund the purchase of an electric book bike. Community and Board members can leave a comment in support of the initiative on the L.E.A.F. website. Currently, there are 70 comments.

Moved by T. Smith

That Report Number LBD-2022-043 regarding the Chief Librarian's Report – November 2022 be received for information.

Seconded by B. Cospir

11/09/22-8

CARRIED

13.0 Health and Safety Report

Nothing to report.

14.0 Next Meeting

Wednesday, December 14, 2022

6:00 p.m. Dinner

7:00 p.m. Meeting

Georgetown Branch, Cultural Centre, Studio Room

- K. Medenblik acknowledged the invaluable contributions and insights that both Councillors have made to the HHPL Board. Both have been long-standing members: Councillor Brown has been on the Board for eight years and Councillor Lawlor has been on the Board for almost 10 years.
- Councillor Lawlor and Councillor Brown thanked the Board and HHPL staff for working with them over the years.
- Councillor Lawlor noted that interviews for Town committees will happen in mid-December, so appointments by Council will be in early January. The new Board may be in place for the January 2023 meeting.

15.0 Adjournment

Moved by T. Brown

That the meeting be adjourned.

Seconded by J. Schumacker

11/09/22-9

CARRIED

The meeting adjourned at 8:20 p.m.

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

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

APPROVED: December 14, 2022

DATED: December 14, 2022