

**Halton Hills Public Library Board**

Wednesday, October 12, 2022

Hybrid: Georgetown Branch Boardroom and Zoom

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Betsy Cosper, Matt Kindbom, Keith Medenblik (Chair), James Schumacker, Tamara Smith

**Staff Present:** Jennifer Corrin, Clare Hanman, Beverley King, Jodie Mandarino, Lori Mazza Brenton (recorder) Mary Querques,

**Regrets:** Ann Lawlor, Marilyn Willis, Joanna Meler

**1. Declaration of Quorum**

K. Medenblik declared a quorum was present and called the meeting to order at 7:02 p.m.

**2. Land Acknowledgement**

K. Medenblik read an Indigenous Land Acknowledgement.

**3. Approval of Agenda**

B. King added two items to the agenda:

- Item Number 11.2: Year-End Operating Budget Projections
- Item Number 11.3: 2023 Budget Update

Moved by M. Kindbom

That the agenda be approved as amended.

Seconded by T. Smith

**10/12/22-1**

**CARRIED**

**4. Declaration of pecuniary interest**

None declared.

**5. Minutes**

**5.1. Minutes of September 14, 2022**

Moved by J. Schumacker

That the Minutes of September 14, 2022, be approved as presented.

Seconded by T. Brown

**10/12/22-2**

**CARRIED**

**6. Consent Agenda**

None.

**7. Correspondence**

None.

**8. Delegations/Presentations**

None.

## 9. Business Arising

### 9.1. Library Board Recruitment Card

B. King presented the finalized information card.

- The QR code will link to the board recruitment information on the website, which will go live next week. The Clerks Division confirmed that Library Board applications would go out in the next few weeks, and interviews will be in late November or early December 2022. The new Library Board should be in place in January or February 2023.
- Board members will be surveyed to determine who is interested in returning. There was interest in waiving the formal application process for returning Board members, as was the process for the 2018-2022 term, if permitted. There was consensus that K. Medenblik and B. King would identify skills needed for Board members for the next four years and provide this information as input into the Council Advisory Committee appointment process.

### 9.2. Report No. LBD-2022-033 re: Board Policy Review: Local History & Archives Policy, Programming Policy, and Resource Sharing Policy (1<sup>st</sup> Review)

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

- Edits were made to improve clarity in language, reflect current practices, and include references to other relevant board policies.
- It was noted that footnotes were used for the comments on the policy updates because the comments feature doesn't work the same way in Office 365 as it did in Office 2016. The consensus was that the footnotes were harder to follow.
- Changes suggested by the Board will be incorporated into the second review of the policies.

Moved by L. Caissie

That Report LBD-2022-033 regarding Board Policy Review: Local History & Archives Policy, Programming Policy, and Resource Sharing Policy (1<sup>st</sup> Review) be received for review and comment as amended.

Seconded by M. Kindbom  
10/12/22-3

**CARRIED**

### 9.3. Report No. LBD-2022-034 Library Website Refresh and Rebranding Update

C. Hanman provided an update on HHPL's website refresh, which happens every five years.

- Library staff is working with its existing vendor to add improved features and modules. A thorough analysis of the navigational structure of the website was conducted to identify areas that needed improvement. These will be incorporated in the refresh along with a full rebranding. The following features were noted:
  - The most significant change will be on the homepage.
  - The Chatbot will no longer be a feature.
  - The new site and the mobile version will be more accessible and easier to navigate.
  - A shared content feature in collaboration with the Town of Halton Hills and Visit Halton Hills websites will allow for uniform content across all three sites.
  - The Library's domain name will be hhpl.ca going forward (the previous URL was hhpl.on.ca).
- The website launch is tentatively scheduled for November. The Board requested a website walkthrough for the November meeting.

Moved by J. Schumacker

That Report LBD-2022-034 regarding Library Website Refresh and Rebranding Update be received for information.

Seconded by B. Cospier

10/12/22-4

**CARRIED**

#### **9.4. Strategic Plan Overview**

B. King presented the final draft of the Strategic Plan Overview for information.

- The new strategic plan and brand is approximately two months behind schedule due to a change in graphic designer. The delay gives time to finalize the visual identity guide with the new designer and allows Library staff to tie everything together and promote the new plan and brand with a splash.
- The launch is being delayed until the new website is ready, which is expected in early November.
- Branded marketing materials will be ordered, as well as new banners, branch signage, library cards, and staff name badges.
- The remote lockers are expected to be installed, connected, and operational after December 5, 2022, and as a result, a separate launch will be held closer to the end of the month.

### **10. Updates (including sub-committees)**

#### **10.1. Advocacy Committee**

- No Update.

#### **10.2. Friends of the Library**

- Friends of the Library met on September 15. They reported 112% increase in income from 2021 since they resumed the book sale pop-ups in the plaza in June. Their next meeting is October 27.

#### **10.3. Council Update**

- T. Brown indicated that there is nothing to report as the election is well-underway.

#### **10.4. Community Connections Update**

- T. Smith reported her appreciation that D. Austin, Children's Librarian, invited her to judge the artwork in the Art at the Library Program and indicated that it was very organized and well laid-out.

### **11. Financial Report**

#### **11.1. Month End Report (August)**

M. Querques reported that:

- Currently, the financial statements are unavailable.
- HHPL is within 7% of budget mainly due to staffing gaps.
- Financials are consistent with the previous year.
- The verbal update was received for information.

### 11.2. Year-End Operating Budget Projections

- B. King reported that the Town has requested departments prepare projections for the year-end budget.
- Currently, HHPL is projecting approximately 1% surplus or \$45,000. This is primarily due to staffing gaps. Two vacant positions are currently in the process of being filled.

### 11.3. 2023 Budget Update

- B. King reported an FTE increase of 2.97 due to the reorganizational changes due to retirements of long-time positions and a review of all staffing positions with vacancies.
- The Town requires a needs assessment form for all FTE changes.
- At this time, the FTE increase has a financial impact of approximately \$60,000-\$80,000. It includes 2023 associated salary level changes from normal grid movement, vacation entitlement, and benefit changes for all staff. Town staff is still working through the final compensation numbers.
- An update will be provided at the November board meeting.

## 12. New Business

### 12.1. Report No. LBD-2022-035 re: Proposed 2023 Board Meeting

B. King presented options for the proposed 2023 Board meeting schedule.

- The Board expressed a preference for Option 2, with the following amendments:
  - The March meeting will be scheduled for March 15.
  - The December meeting will be scheduled for December 13.
  - Meetings in Acton will resume twice a year and will be scheduled according to previous years' schedules.
  - Meetings will be in-person, with the hybrid model available as requested.
- The revised 2023 Board Meeting Schedule will be added to the Consent Agenda in November for information.

Moved by J. Schumacker

That LBD-2022-035 regarding Proposed 2023 Board Meeting Schedule be received and that the Board approves Option 2 as amended.

Seconded by M. Kindbom  
10/12/22-5

**CARRIED**

### 12.2. Report No. LBD-2022-036 re: Summer Programming 2022

J. Mandarin reported that HHPL returned to a full roster of in-person programming for all ages. Highlights include:

- Participation in the summer reading challenges was up 63% overall over 2021. The increase in participation was likely the result of the expanded outreach that HHPL offered.
- A highlight was the Summer Launch Parties. In Georgetown, the event was paired with Bike It to Market Day. In Acton, HHPL offered an interactive reptile show that attracted over 80 people to the Acton Branch.
- One of the goals this summer was to increase visits to the Acton Branch, and to that end, HHPL rented a corn snake named Kyle to live at the Acton Branch from June to August. Kyle became a well-loved and engaging addition to the branch, with community members of all ages interacting with him.

- Another new program, Discovery Days, displayed and encouraged participation with different technology each week. Over 350 people participated in Discovery Days over the summer. The program led to increased circulation of the library's technology collections, use of the Creativity Centre, and interest in future technology-based programs.

Moved by L. Smith

That Report No. LBD-2022-036 regarding Summer Programming 2022 be received for information.

Seconded by T. Brown

**10/12/22-6**

**CARRIED**

**12.3. Report No. LBD-2022-037 re: Halton Newcomer InfoPods**

J. Mandarinino provided an update on the Halton Newcomer Info Pods.

- Halton Information Providers received a five-year grant to develop user-friendly terminals for newcomers seeking community information and support services in Halton Region. InfoPods are estimated to help connect approximately 10,000 newcomers in Halton Hills with the information they need to thrive.
- InfoPods will be setup throughout Halton Region with one in each HHPL Branch in 2023.
- Newcomers will be made aware of the InfoPods through the Library's connections with the community and the organizations that work with newcomers. It will also be included in HHPL's Welcome to Halton Hills package.
- The Board asked for user statistics on the pods to see the breakdown of the usage. This information will get added to the infographic with the metrics reports.

Moved by B. Cospes

That Report No. LBD-2022-037 regarding Halton Newcomer InfoPods be received for information.

Seconded by T. Smith

**10/12/22-7**

**CARRIED**

**12.4. Report No. LBD-2022-038 re: Chief Librarian's Report – October 2022**

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

- Culture Days is wrapping up. This year, HHPL featured a Truth and Reconciliation Learning kit that included the Attachment Heart activity among other activities.
- The return of TIFF OnScreen at the John Elliott Theatre has been well received. Over seventy people attended the first film screening during Culture Days. The next film is part of Ontario Public Library Week on October 21.
- Ontario Public Library Week will see a return to Children's, Youth, and Adult programs.
- Ontario Small Business Week coincides with Ontario Public Library Week. Library staff is working with the Town's Economic Development team to offer the Picture Perfect program.
- Art at the Library is underway. Items are currently on display.
- HHPL's iPads have new software which has improved functionality and privacy for users. It also allows them to log in with their own Apple ID or they can use the default apps.

Moved by M. Kindbom

That Report Number LBD-2022-038 regarding the Chief Librarian's Report – October 2022 be received for information.

Seconded by L. Caissie

**10/12/22-8**

**CARRIED**

**13.0 Health and Safety Report**

Nothing to report.

**14.0 Next Meeting**

Wednesday, November 9, 2022

7:00 p.m.

Hybrid: Georgetown Branch Boardroom and Zoom

**15.0 Adjournment**

Moved by T. Brown

Seconded by J. Schumacker

**10/12/22-9**

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:31 pm.

**Signed:** \_\_\_\_\_

Keith Medenblik, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

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

APPROVED: November 9, 2022

DATED: November 9, 2022