

Halton Hills Public Library Board

Wednesday, October 13, 2021

Zoom Videoconference

7:00 p.m.

Minutes

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

Staff Present: Barb Elliott (Recorder), Clare Hanman, Beverley King, Mary Querques,
Melanie Southern

Regrets: Matt Kindbom, Joanna Meler

1.0 Declaration of Quorum

- K. Medenblik declared a quorum was present and called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda

Moved by T. Smith

That the agenda be approved as presented.

Seconded by M. Willis

10/13/21-1

CARRIED

3.0 Declaration of pecuniary interest

- None declared.

4.0 Minutes of September 15, 2021

Moved by A. Lawlor

That the Minutes of September 15, 2021 be approved.

Seconded by L. Caissie

10/13/21-2

CARRIED

5.0 Consent Agenda

Moved by M. Willis

That Consent Agenda items for Wednesday, October 13,
2021 be approved:

- 5.1** Report No. LBD-2021-049 re: Board Policy Review re: CASL, Meeting Room, Proctoring,
Revised Appendix #1 Schedule of Fines and Fees (2nd Review)

THAT Report No. LBD-2021-049 dated October 7, 2021 regarding the Board Policy Review –
Meeting Room Policy, Proctoring Policy, Canadian Anti-Spam Legislation Policy and Appendix
#1 Schedule of Fines and Fees (2nd review) be received;

AND THAT the Halton Hills Public Library Board approves the revisions to the Meeting Room Policy;

AND THAT the Halton Hills Public Library Board approves the revisions to the Proctoring Policy (formerly Exam Proctoring Policy);

AND THAT the Halton Hills Public Library Board approves the revisions to the Canadian Anti-Spam Legislation Policy;

AND THAT the Halton Hills Public Library Board approves the revisions to Appendix #1 – Schedule of Fines and Fees.

5.2 Board Advocacy Committee Minutes – June 9, 2021

Seconded by T. Smith

10/13/21-3

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Advocacy Committee Update

- Board members were encouraged to consider joining the Advocacy Committee as additional members are needed to carry out this important work. Those interested were asked to contact M. Willis or K. Medenblik.
- M. Willis reported:
 - Discussions are ongoing with Community Foundation Halton North regarding the possibility of setting up an endowment fund for the Library.
 - The Community Foundation Halton North's webathon held on October 2 was successful in reaching their fundraising goal. Halton Hills Public Library will be receiving a donation of \$10,000.
 - The Advocacy webpage is in the process of being updated.

Moved by B. Cosper

That the Advocacy Committee verbal update be received as information.

Seconded by T. Smith

10/13/21-4

CARRIED

7.2 Report No. LBD-2021-047 re: 2020 Annual Report (Revised)

- M. Southern presented the 2020 Annual Report, revised as directed by the Board at the September 15, 2021 meeting, for Board consideration,.

Moved by A. Lawlor

That Report No. LBD-2021-047 dated October 7, 2021 regarding the 2020 Annual Report be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2020 Annual Report with its revisions.

Seconded by J. Schumacker

10/13/21-5

CARRIED

- The Board suggested that staff share the 2020 Annual Report with Council and that a press release be prepared.

8.0 Council Update

- No Council updates related to the Library.

9.0 Friends of the Library Update

- As noted at the September Board meeting, Board representation is still needed for the Friends of the Library. M. Southern will send out additional information regarding the work of the Friends and anyone interested was asked to contact M. Southern.

10.0 Community Connections Update

- A. Lawlor reported that the community group Trees for Halton Hills, had borrowed the StoryWalk®, *Picture a Tree* from the library for the official opening of the new arboretum area in Georgetown, and that it had been very well-received.
- B. Cosper reported that she had been approached by members of the public who asked if the Library was responsible for local Free Little Library installations. M. Southern responded that these installations are not related to HHPL, and are the result of a public movement to provide books in the community.
- T. Smith reported that she had participated as a judge for the Library's Art at the Library exhibition, which displayed artwork by local children and youth. Dani Austin, HHPL's Children's Librarian, was commended for her work in organizing this event.

11.0 Financial Report

11.1 Month End Report (August)

- M. Southern presented the financial statement for August and reported that spending is at the expected level. Additional staff members are being hired to address the staffing gaps.
- The preliminary budget for 2022 has been reviewed by the Town's Senior Management Team and no changes were requested. Council will be receiving the budget on November 8.

Moved by B. Cosper

That the Month End Report be received.

Seconded by J. Schumacker

10/13/21-6

CARRIED

11.2 Report No. LBD-2021-044 re: 2020 Audited Financial Statements

- M. Southern presented the 2020 Audited Financial Statements for Board consideration.

Moved by M. Willis

That Report No. LBD-2021-044 dated October 7, 2021 regarding the 2020 audited financial statements be received;

AND THAT the Library Board accepts the 2020 audited financial statements as presented.

Seconded by T. Smith

10/13/21-7

CARRIED

12.0 New Business

12.1 Presentations/Delegations – None

12.2 Report No. LBD-2021-046 Strategic Plan and Brand Vendor Recommendation

- M. Southern presented Report No. LBD-2021-046 outlining the staff recommendation for the preferred vendor to lead the Library's Strategic Plan and Branding project. In response to the RFP, a total of eight submissions were received and three proponents were interviewed. Staff recommended that TCI Management Consultants be awarded this contract.

Moved by L. Caissie

That Report No. LBD-2021-046 dated October 7, 2021, regarding the Strategic Plan and Brand Development vendor recommendation be received;

AND FURTHER THAT the Halton Hills Public Library Board approves a purchase order with the upset limit of \$65,000 (including HST) be awarded to TCI Management Consultants;

AND FURTHER THAT TCI Management Consultants begin work as soon as reasonably possible.

Seconded by J. Schumacker

10/13/21-8

CARRIED

- Staff will meet with TCI Management Consultants over the next month and present a full report on next steps at the November Board meeting.

12.3 Report No. LBD-2021-048 re: Personnel Policy Manual Review

- M. Southern presented for Board consideration, Report No, LBD-2021-048 regarding recommended updates to the Library's Personnel Policy Manual. These updates reflect amendments to the Town's Personnel Policy Manual as approved by Council in May 2021 and are primarily due to changes in legislation, changes requested by staff, housekeeping fixes, and current best practices in Human Resources.
- One change was to request that the cost of Police Security Clearances for staff become the responsibility of staff. The Board expressed concern with requesting staff to cover this expense after their initial Clearance check, which is required at the time of hire. There was consensus that this policy be further revised to reflect that the cost of the initial Police Security Check would be the responsibility of prospective staff members, and that the cost of subsequent checks would be covered by the Library.

Moved by L. Caissie

That Report No. LBD-2021-048 dated October 7, 2021 Regarding the Personnel Policy Manual Revisions be received;

AND FURTHER THAT the Library Board approves the revisions to the Personnel Policy Manual, subject to the discussed changes regarding the Police Security Check.

Seconded by T. Smith

10/13/21-09

CARRIED

12.4 Report No. LBD-2021-050 re: Library Comparator Statistics

- M. Querques presented Report No. LBD-2021-050 regarding Library Comparator Statistics as information for the Board. This report provided statistics comparing Halton Hills Public Library (HHPL) to other area libraries serving similar-sized populations and having similar per capita support in areas such as collections usage, number of active cardholders, number of programs held and participation, and circulation. In most categories HHPL falls within the top five for libraries with similar-sized populations, notably ranking first for annual program attendance and second for number of programs held annually. One area of concern was the number of active library cardholders where HHPL ranked tenth; This has been identified as a focus for improvement.

Moved by B. Coper

That Report No. LBD-2021-050 dated October 7, 2021 regarding Library Comparator Statistics be received for information only.

Seconded by T. Smith

10-13/21-10

CARRIED

12.5 Halton Equity & Diversity Roundtable Charter

- As HHPL is currently a member of the Halton Equity & Diversity Roundtable, M. Southern requested that the Board consider endorsing the Halton Equity & Diversity Roundtable's, Halton Equity, Diversity and Inclusion Charter.

Moved by J. Schumacker

That the Halton Hills Public Library Board endorses the Halton Equity and Diversity Roundtable's Halton Equity and Inclusion Charter;

AND FURTHER THAT this charter be appended to the Library Board's Diversity and Inclusion Policy.

Seconded by B. Cospers

10/13/21-11

CARRIED

12.6 Report No. LBD-2021-045 re: Chief Librarian's Report – October 2021

- M. Southern noted highlights from the October 2021 Chief Librarian's Report:
 - As directed by the Ministry of Heritage, Sport, Tourism and Culture Industries, staff are now checking for proof of vaccination of those attending in-person programs.
 - Ontario Public Library week and Small Business Week will be taking place October 17-23. Among the programs being offered is the Picture Perfect Program, which is being run in partnership with the Town's Economic Development, Innovation and Culture Division. This program will provide business owners time and space to use the library's lightbox and tripod to create promotional photos of their products.
 - In-person children's programming will be running throughout October and November.

Moved by M. Willis

That the Chief Librarian's Report – October 2021 be received for information.

Seconded by B. Cospers

10/13/21-12

CARRIED

13.0 Health & Safety Report

- M. Southern reported that there had been no Health & Safety incidents reported since the September Board meeting.

14.0 Next Meeting

Wednesday, November 10, 2021

7:00 p.m.

Zoom Videoconference

15.0 Adjournment

Moved by M. Willis

There was full consensus to adjourn.

The meeting adjourned at 8:20 p.m.

That the meeting be adjourned.

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

Signed: _____
Melanie Southern, Chief Librarian
Halton Hills Public Library

APPROVED: November 10, 2021

DATED: November 10, 2021