

**Halton Hills Public Library Board**

Wednesday, October 25, 2023

Georgetown Branch, Boardroom

7:00 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, Lori Mazza Brenton (Recorder), Mary Querques  
(Open Session)

**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 A. Hilson read an Indigenous Land Acknowledgement.

**3.0 Approval of Agenda**

Moved by: Councillor A. Hilson

Seconded by: J. Marshall

THAT the agenda be approved.

**CARRIED**

**4.0 Declaration of Pecuniary Interest**

NIL

**5.0 Minutes of the Previous Meeting(s) of the Library Board and Sub-Committees**

**5.1 Minutes of the Library Board Meeting held on September 27, 2023**

Moved by: Councillor A. Hilson

Seconded by: Councillor B. Inglis

THAT the minutes of the Library Board meeting held on September 27, 2023 be approved.

**CARRIED**

**5.2 Minutes of the Advocacy Committee Meeting held on August 3, 2023**

Moved by: C. da Rocha-Feeley

Seconded by: K. Medenblik

THAT the minutes of the Advocacy Committee meeting held on August 3, 2023 be approved.

**CARRIED**

## 6.0 Consent Agenda

### 6.1 Report No. LBD-2023-052 re: Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, Meeting Room – Second Review

Moved by: K. Medenblik

Seconded by: E. Daly

THAT Report No. LBD-2023-052 dated October 19, 2023, regarding the Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, and Meeting Room be approved.

**CARRIED**

## 7.0 Correspondence

NIL

## 8.0 Delegations/Presentations

### 8.1 2022 Economic Impact Update

- Refer to Item No. 12.3 Report No. LBD-2023-056 regarding 2022 Economic Impact Update.
- B. King delegated to the Board regarding highlights from the HHPL's 2022 Annual Report and Economic Impact results.
- B. King will share the presentation with Council on October 30. B. Cosper will provide introductory remarks.
- The methodology that supports the economic impact study and the importance of emphasizing the human value the library provides was discussed.
- The study offers examples that quantify the benefits the library's services provide to the residents of Halton Hills.

## 9.0 Business Arising

NIL

## 10.0 Updates (including Sub-committees)

### 10.1 Advocacy Committee

- The Advocacy Committee met to discuss feedback from the last Board meeting.
- Amendments were made to the Advocacy Plan Overview that the Board suggested.
- The Committee discussed their alignment with the library's marketing team.
- A networking event with the Library Board and Town Council has been deferred.

### 10.2 Friends of the Library (FOL)

- The Friends of the Library will meet on October 26. An update will be provided at the next Board meeting.

### 10.3 Council

Councillor A. Hilson reported that:

- The budget process with Council starts in November.
- The next Council meeting is on October 30. Items of note:
  - Atura Power will give a presentation on their plans to expand their gas plant on Steeles Avenue. The ISO that does the planning for Ontario's power consumption needs has indicated that by the end of the decade there will likely be a significant power shortage and the use of natural gas will increase.
  - The recent Fairy Lake water quality study will be discussed. Fairy Lake is the largest body of water in Halton Hills and a Provincially Significant Wetland.
  - The Indigenous Public Art Project planned for the Halton Hills Public Library and Cultural Centre Plaza will be discussed. This is a \$180K project that was previously deferred in the 2023 budget process.

Councillor B. Inglis reported that:

- The province announced the Building Faster Fund, promising to deliver approximately \$1.13B incentive program to get municipalities to build more homes quickly. Council signed the housing pledge to build 9,500 new homes in Halton Hills by 2031 but declined the offer of strong mayor powers.
- Council is pleased that the province reversed its decision on urban boundary expansion. The history of Halton Hills' urban boundary plans was shared, noting that Halton Hills is the only municipality in the region that still has open land for development.

### 10.4 Community Connections

- J. Marshall encouraged a couple who recently moved into the community to visit the library. The couple liked the library and shared their positive experience.
- Volunteers for the new Reading Buddies program are looking forward to participating.

## 11.0 Financial Report

### 11.1 Month End Report – August 2023 and September 2023

As of September 2023:

- Total revenues are under budget by approximately 30%. This is due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.
- Salaries, wages, and benefits are under budget by 2.2%.
- Materials and supplies are under budget by 17%; however, not all expenditures have been posted for the period.
- The percentage remaining is 27.4%. The percentage remaining in 2023 indicates that the library is within 2.4% of the budget. This can be attributed to staffing gaps.

Moved by: Councillor A. Hilson  
Seconded by: C. da Rocha-Feeley

THAT the financial month end report for August 2023 and September 2023 be received.

**CARRIED**

**11.2 Report No. LBD-2023-053 re: Preliminary Capital Forecast 2024-2033 Update**

Two changes were made to the Preliminary Capital Forecast:

- The upgrade to the Integrated Library System (ILS) was moved from 2026 to 2025 to ensure funding is approved prior to the Request for Proposal (RFP) process. The timeline for the project has not changed.
- Funding for the Website Refresh project was moved from 2027 to 2026 to align with the Town's upcoming website review and implementation plan. The Town would like the library to be involved in the review process and remain on the same platform.

Moved by: M. Kindbom

Seconded by: T. Smith

THAT Report No. LBD-2023-053 dated October 19, 2023, regarding the Preliminary Capital Forecast 2024-2033 Update be received;

AND FURTHER THAT the Board approves the updates to the Preliminary Capital Forecast 2024-2033 as presented.

**CARRIED**

**12.0 New Business**

**12.1 Report No. LBD-2023-054 re: 2023 Personnel Policy Manual (PPM) Revisions**

- Changes to HHPL's PPM include changes outlined in the Town's PPM, which was approved by Council on June 19, 2023.
- Two changes that were unique to the library include changes to the vacation entitlement (Section 8) and paid sick leave benefits (Section 9) for part-time employees. These were part of the approved changes in the Employee Retention Review – Phase One (Refer to Report No. LBD-2023-034).
- The Board requested an update to Section 3, Point 4 regarding Employer Rights and Functions to include: The Chief Librarian & CEO must provide a rational with costing for approval by the Board.

Moved by: K. Medenblik

Seconded by: M. Kindbom

THAT Report No. LBD-2023-054 dated October 19, 2023, regarding the 2023 Personnel Policy Manual Revisions be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Halton Hills Public Library's 2023 Personnel Policy Manual as amended.

**CARRIED**

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

Deferred to the next meeting of the Library Board.

**12.3 Report No. LBD-2023-056 re: 2022 Economic Impact Update**

Moved by: Councillor A. Hilson

Seconded by: A. Strachan

THAT Report No. LBD-2023-056 dated October 19, 2023, regarding the 2022 Economic Impact Update be received.

**CARRIED**

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

Deferred to the next meeting of the Library Board.

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

Deferred to the next meeting of the Library Board.

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

Deferred to the next meeting of the Library Board.

**13.0 In Camera**

**13.1 Confidential re: Personnel Matter**

Moved by: Councillor B. Inglis

Seconded by: J. Marshall

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

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

**CARRIED**

Moved by: Councillor A. Hilson

Seconded by: M. Kindbom

THAT the meeting move Out of Camera.

**CARRIED**

Motion to approve In Camera items:

Moved by: T. Smith

Seconded by: K. Medenblik

THAT the recommendations contained in the following Confidential Report from the October 25, 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 October 25, 2023.

**CARRIED**

**14.0 Health and Safety Report**

NIL

**15.0 Next Meeting**

Wednesday, November 22, 2023

7:00 p.m.

Georgetown Branch, Boardroom

**16.0 Adjournment**

Moved by: L Teggart

Seconded by: T. Smith

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:36 p.m.

**Signed:** \_\_\_\_\_  
Betsy Cospers, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Beverley King, Acting Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: November 22, 2023

DATED: November 22, 2023