

Halton Hills Public Library Board

Wednesday, September 27, 2023

Acton Branch, Community Room

7:00 p.m.

Minutes

Present: Betsy Cospers (Chair), Christina da Rocha-Feeley, Alex Hilson, Bob Inglis, Matt Kindbom, Jane Marshall, Keith Medenblik, Lisa Teggart

Staff Present: Beverley King, Jodie Mandarin, Lori Mazza Brenton (Recorder), Mary Querques

Regrets: Erica Daly, Tamara Smith, Alice Strachan

1.0 Declaration of Quorum

B. Cospers declared that a quorum was present and called the meeting to order at 7:03 p.m.

2.0 Land Acknowledgement

C. da Rocha-Feeley read an Indigenous Land Acknowledgement.

3.0 Approval of Agenda

Moved by K. Medenblik THAT the agenda be approved as amended.

Seconded by A. Hilson

09/27/23-1

CARRIED

4.0 Declaration of Pecuniary Interest

None declared.

5.0 Minutes

5.1 Minutes of June 28, 2023

Moved by B. Inglis THAT the minutes of June 28, 2023 be approved.

Seconded by A. Hilson

09/27/23-2

CARRIED

5.2 In Camera June 28, 2023 (CONFIDENTIAL)

Moved by K. Medenblik THAT the In Camera minutes of June 28, 2023 be approved.

Seconded by J. Marshall

09/27/23-3

CARRIED

5.3 Advocacy Committee, June 22, 2023

Moved by C. da Rocha-Feeley THAT the Advocacy Committee minutes of June 22, 2023 be approved.

Seconded by J. Marshall

09/27/23-4

CARRIED

6.0 Consent Agenda

6.1 Report No. LBD-2023-042 re: Policy Review: Preamble to By-laws – Second Review

THAT Report No. LBD-2023-042 dated September 21, 2023, regarding the Policy Review: Preamble to By-laws be approved.

6.2 HHPL 2022 Annual Report

THAT the HHPL 2022 Annual Report be received.

Moved by A. Hilson

Seconded by K. Medenblik

09/27/23-5

CARRIED

7.0 Correspondence

None

8.0 Delegations/Presentations

None

9.0 Business Arising

None

10.0 Updates (including sub-committees)

10.1 Advocacy Committee

B. King represented the Advocacy Committee in their absence:

- A summary of HHPL's Advocacy Plan, which defines the role and focus of the Advocacy Committee, was presented.
- A summary of the Board and staff responses to the committee's survey was discussed.
- Minor editorial updates to the Advocacy Plan were suggested.
- Staff responses indicated that the Board should primarily be delivering the library's advocacy messages. To support this, the Board is interested in a tailored collections tour of the library prior to a Board meeting to get a visual idea of everything the library offers.
- Board members who have additional ideas and suggestions for the Advocacy Committee should share their feedback with L. Mazza Brenton prior to the committee's next meeting on October 5.
- The concept and scheduling of a networking event with Council was discussed. Due to the timing of the budget process and upcoming presentation at the October 30 Council meeting, it was suggested that the potential fall date for the event be rescheduled.
- B. King will provide the Advocacy Committee with the Board's feedback regarding the format for the event.

10.2 Friends of the Library (FOL)

L. Teggart reported that:

- The Friends met on September 21, 2023.
- Pop-up book sales over the summer were successful especially when library programs occurred simultaneously.
- Significant donations of science fiction, fantasy and adult French materials was received which enabled the Friends to offer two successful themed book sales.
- A. Buset, an FOL director, has volunteered to participate as a judge for the Art at the Library program opening on October 7.

10.3 Council

Councillor Hilson reported that:

- Council approved the Town offering civil marriage solemnization. As of September 1, residents can get married at Town Hall in a civil ceremony.
- The 2023 AMO (Association of Municipalities Ontario) Conference took place in August. The Town was given a housing pledge by the province to build 9,500 new residences by 2031, an increase of approximately 1,500 residences from last year. This will be discussed at the October 10 Council meeting and a decision must be provided to the province by October 15. If implemented, the Mayor would be given strong mayor powers.
- The process of regional reform is underway. It was announced at the AMO Conference that the Town of Halton Hills will be getting a facilitator in September. Since then, the Minister has resigned and there will likely be a provincial committee.
- Culture Days started on September 22 and ends on October 15. Events are happening throughout the Town, many of them are free.
- The National Day for Truth and Reconciliation is September 30. Several events are taking place at the Halton Hills Public Library and Cultural Centre, including a free film screening of *Inconvenient Indian*, a talk from Darin Wybenga as part of the Halton Hills Lecture Series, the Moccasin Identifier program in the Georgetown Plaza, and a KARIO Blanket Exercise at St. John's Church.

Councillor Inglis reported that:

- Waste will now be picked up in rural areas.
- The Premier Gateway is expanding to accommodate industrial and commercial developments.
- The community is concerned with the delays and access due to the current roadwork construction in the community. A review of the current projects and an explanation on their timing related to provincial, regional and municipal schedules and funding was shared.
- Metroland Media Group will cease the print publication of the *Independent and Free Press*.

10.4 Community Connections

None

11.0 Financial Report

11.1 Month End Report – June 2023 and July 2023

B. King reported that:

- As of July 2023, total revenues are under budget by 24% due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.
- Salaries and wages are under budget by 3.8% due to staffing gaps. Existing staff are working additional hours to cover vacancies.
- Materials and supplies are under budget by approximately 15%; however, not all expenditures have been posted for the period.
- The percentage remaining at the end of July 2022 was 47% and at the end of July 2023 was 45%. While the percentage remaining is similar to previous years, it indicates that the library is under budget by approximately 4% for this time of year, which can mainly be attributed to staffing gaps.

Moved by A. Hilson

THAT the financial month end report for June 2023 and July 2023 be received.

Seconded by M. Kindbom
09/27/23-6

CARRIED

11.2 Report No. LBD-2023-043 re: 2024 Business Plan and Budget Update

B. King reported that:

- The library follows the Town's recommended approach and format for the Business Plan.
- There were no changes to the preliminary operating budget and capital budget and forecast that were submitted to the Board in June.
- Core activities were updated to better reflect the value the library provides to the community.
- Previous accomplishments were structured around the library's strategic pillars.

Moved by L. Teggart

THAT Report No. LBD-2023-043 dated September 21, 2023, regarding the 2024 Business Plan and Budget Update be received;

AND FURTHER THAT the Board approve the proposed 2024 Business Plan following the Town's recommended approach and guidelines.

Seconded by C. da Rocha-Feeley
09/27/23-7

CARRIED

11.3 Report No. LBD-2023-044 re: 2022 Audited Financial Statements

B. King reported that:

- The 2022 audited financial statements are submitted to the Ministry of Tourism, Culture, and Sport as part of the Annual Library Survey.
- The Ministry provides the Public Library Operating Grant.
- Documented Board approval of the audited year-end financial statements is a requirement of the Annual Library Survey submission.

Moved by A. Hilson

THAT Report No. LBD-2023-044 dated September 21, 2023, regarding the 2022 Audited Financial Statement be received;

AND FURTHER THAT the Library Board accepts the 2022 audited financial statements as presented.

Seconded by M. Kindbom
09/27/23-8

CARRIED

12.0 New Business

12.1 Report No. LBD-2023-045 re: Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, Meeting Room – First Review

B. King reported that:

- There were no significant changes to any of the policies under review. Minor editorial updates were made throughout to improve clarity.
- The Disposal of Library Property section was removed from the Financial Management Policy since content is included in the Collection Management Policy and the Disposal of Library Property Policy.
- The Collection Purchases section was removed from the Purchasing Policy since collection purchasing is not differentiated in the purchasing process as established by the Town.
- A qualifying statement was added to the Meeting Room Policy to indicate the maximum capacity of meeting rooms and recognizing that occupancy will vary based on room setup.
- These policies will be included in the consent agenda for the October Board meeting for approval.

Moved by K. Medenblik

THAT Report No. LBD-2023-045 dated September 21, 2023, regarding the Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, and Meeting Room be received;

AND FURTHER THAT the Halton Hills Public Library Board direct staff to make any proposed changes and bring the revised policies back to the Board for a second review and approval.

Seconded by A. Hilson
09/27/23-9

CARRIED

12.2 Report No. LBD-2023-046 re: Policy Review: Schedule of Fines and Fees, Appendix 1

B. King reported that:

- The Schedule of Fines and Fees is included as an appendix in the Board Policy Manual and is reviewed annually.
- The meeting room rates were updated to align with the Town's meeting rates, which are reviewed annually and were approved at the June 19, 2023, Council meeting.

- Rates for 3D printer usage were updated to reflect current library practice that promotes usage.

Moved by C. da Rocha-Feeley THAT Report No. LBD-2023-046 dated September 21, 2023, regarding the Policy Review: Schedule of Fines and Fees, Appendix 1 be approved.

Seconded by M. Kindbom

09/27/23-10

CARRIED

12.3 Report No. LBD-2023-047 re: 2023 Quarter 2 Metrics

M. Querques reported that:

- In-person visits increased by 22%.
- System circulation increased by 1.3%.
- New registered cardholders increased by 1.2%.
- Library users made greater use of the digital collection than the physical collection this quarter. Circulation of digital items increased by 8%.
- Circulating technology continues to be popular with items such as boardgames, seeds, and educational kits.
- More programs were added such as school-age and partner programs, Exam Cram, outreach programming, and the new Forest of Reading program. Program attendance increased by 26% compared to this time last year.
- Website visits continue to increase.
- Although changes and limitations in social media performance reporting show a decrease in engagement, the library's social media continues to engage the community.

Moved by J. Marshall

THAT Report No. LBD-2023-047 dated September 21, 2023, regarding the 2023 Quarter 2 Metrics be received.

Seconded by B. Inglis

09/27/23-11

CARRIED

12.4 Report No. LBD-2023-048 re: Indigenous Initiatives Update

B. King reported that:

- The Board requested an update on the library's Truth and Reconciliation (TR) journey.
- The library follows the Town's TR framework which includes relationship building, Treaty recognition, formal consultation processes, and responses to TR Calls to Action and Missing and Murdered Indigenous Women and Girls (MMIWG) Calls to Action.
- The Town is actively working on a framework for Equity, Diversity, and Inclusion (EDI), which encompasses elements of TR, but the two are separate initiatives.
- HHPL offers Indigenous materials, recommended reading lists, and community programming to foster a deeper understanding of Indigenous cultures and histories.
- HHPL continues to support the Moccasin Identifier and uses it as a resource to support community education and awareness.
- The Federation of Ontario Public Libraries (FOPL) recently released ten recommendations to public libraries, which HHPL will integrate into its services and in alignment with the library's strategic plan.

- Although significant progress has been made by HHPL and the Town in advancing Truth and Reconciliation, work is ongoing.
- The report contains links to additional educational resources including videos and community resources.

Moved by M. Kindbom

THAT Report No. LBD-2023-048 dated September 21, 2023, regarding the Indigenous Initiatives Update be received.

Seconded by A. Hilson
09/27/23-12

CARRIED

12.5 Report No. LBD-2023-049 re: Short Story Dispenser

B. King reported that:

- HHPL is launching a Short Story Dispenser project in Fall 2023. It is the sixth dispenser in Canada and the third in a public library.
- These dispensers print short stories, poems, and comics. Content will be grouped under three categories: worldwide, local, and kids.
- The machines are fully customizable with the library's logo on a plexiglass sign and a fully branded magnetic wrap for the base.
- The dispenser also includes a story submission portal, which will enhance the library's writing contests.
- The dispenser is self-contained and equipped with WiFi, making it easy to rotate to various locations in support of community outreach efforts.
- HHPL's dispenser will be delivered mid-October.

Moved by J. Marshall

THAT Report No. LBD-2023-049 dated September 21, 2023, regarding the Short Story Dispenser be received.

Seconded by B. Inglis
09/27/23-13

CARRIED

12.6 Report No. LBD-2023-050 re: 2023 Summer Programming Update

J. Mandarin reported that:

- Participation in the three summer reading challenges increased by 25%.
- Kyle the corn snake returned to the Acton Branch over the summer months.
- Library staff participated in several community outreach initiatives such as activities at the Georgetown and Acton Youth Centres, the Leathertown Festival, and Halton Pride Fest.
- Over 60 stuffies stayed overnight at the library during the Stuffy Sleepover. Social media posts about their activities generated a high-level of engagement from followers.
- Fay & Fluffy Storytime attracted an audience of over 150 people and the response was positive overall.

Moved by L. Teggart

THAT Report No. LBD-2023-050 dated September 21, 2023, regarding the 2023 Summer Programming Update be received.

Seconded by C. da Rocha-Feeley
09/27/23-14

CARRIED

12.7 Report No. LBD-2023-051 re: Chief Librarian & CEO's Report – September 2023

B. King reported highlights from the Chief Librarian & CEO's Report – September 2023:

- Halton Hills Culture Days runs from September 22 until October 15.
- Art at the Library runs from October 7 until October 22 and T. Smith will be a judge.
- Darin Wybenga, Traditional Knowledge and Land Use Coordinator for Mississaugas of the Credit First Nation will speak on October 3 on the relocation of MCFN from River Credit to its current location.
- Bernie Saunders, former NHL player, will speak virtually on October 24 about his book *Shut Out: The Game That Did Not Love Me Black*.
- Caitie from *Caitie's Classroom* of Super Simple Entertainment will be performing to a sold-out crowd at the John Elliott Theatre on September 30.
- HHPL will facilitate the Moccasin Identifier program in the Georgetown Plaza the morning of September 30.
- Also on September 30 is the Community Foundation of Halton North's Webathon 2023, an annual, virtual fundraiser. HHPL is being featured. Donations directed to HHPL will receive matching funds from CFHN. Donations can be made online, in-branch, or at the Downtown Georgetown Farmers' Market.

Moved by A. Hilson

THAT Report No. LBD-2023-051 dated September 21, 2023 regarding the Chief Librarian & CEO's Report – September 2023 be received.

Seconded by J. Marshall
09/27/23-15

CARRIED

13.0 Health and Safety Report

B. King reported:

- New legislation under the Occupational Health and Safety Act requires employers who have employees at risk from opioid-related harm to have a naloxone kit on the premises and workers trained on how to use it.
- The library aligns with the Town on the implementation of this legislation.
- The library currently does not have a known risk of opioid-related harm and is therefore not required to have a naloxone kit on its premises or offer the associated training. This will be re-evaluated should circumstances change.
- The library is working with the Town's Joint Health and Safety Committee (JHSC) to continually evaluate this process.
- The Board requested that the library representative on the JHSC bring their concerns to the committee regarding this approach, suggesting the Town consider a more proactive approach given the increasing drug overdoses in Halton that have been reported in the media.

14.0 Next Meeting

Wednesday, October 25, 2023

7:00 p.m.

Georgetown Branch, Boardroom

15.0 Adjournment

Moved by M. Kindbom THAT the meeting be adjourned.

Seconded by K. Medenblik

09/27/23-16

CARRIED

The meeting adjourned at 9:06 p.m.

Signed: _____

Betsy Coper, Chair
Halton Hills Public Library Board

Signed: _____

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

APPROVED: October 25, 2023

DATED: October 25, 2023