

**Halton Hills Public Library Board**

Wednesday, March 9, 2022

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Betsy Cospers, Larry Hawes, Matt Kindbom, Ann Lawlor, Keith Medenblik (Chair), James Schumacker

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

**Guests:** Greg Young, Director, TCI Management Consultants  
Jon Linton, Director, TCI Management Consultants

**Regrets:** Ted Brown, Lisa Caissie, Joanna Meler, Tamara Smith, Marilyn Willis

**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 Land Acknowledgement**

We would like to begin by acknowledging that the land on which we gather is part of the Treaty lands and Territory of the Mississaugas of the Credit First Nation on Treaty 19.

**3.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by A. Lawlor

**03/09/22-1**

**CARRIED**

**4.0 Declaration of pecuniary interest – None declared**

**5.0 Minutes of February 9, 2022**

Moved by J. Schumacker

That the Minutes of February 9, 2022 be approved as presented.

Seconded by B. Cospers

**03/09/22-2**

**CARRIED**

## 6.0 Consent Agenda

Moved by A. Lawlor

That Consent Agenda items:

**6.1** OLA 2022 Moccasin Identifier Presentation

**6.2** 2022 Approved Board Objectives

be approved.

Seconded by M. Kindbom

**03/09/22-3**

**CARRIED**

## 7.0 Correspondence – None

## 8.0 Delegations/Presentations

### 8.1 TCI Management re: Strategic Planning

G. Young provided a review of the work to date on the Brand Strategy Process. Work is progressing well on the development of the Vision, Mission and Values and the draft strategic framework and emerging strategic initiatives were reviewed. Three strategic objectives along with corresponding action items were presented for discussion and consideration. Considerable feedback was received from Board members which will be used to further refine the draft plan.

It was noted that 250 responses were received to the Community Brand Survey of which 95% identified as library patrons. Survey results indicated that a majority of respondents feel the Library should be the 'heart' of the community, and that 'building community' should be a key role of the Library.

Next steps: Possible dates/times for the next Board workshop will be identified and communicated to the Board.

## 9.0 Business Arising

### 9.1 Board Legacy Report

M. Southern reported that she attended the Ontario Library Service training and discussed that this report is an important tool used for the orientation of new Board members, in advocacy to promote the Library, and as an aid in the Board member recruitment and appointment process. This report is usually prepared by two or three Board members with assistance from the Chief Librarian. In view of the current strategic planning work, there was a concern regarding the time commitment needed to develop a new document. In reviewing information that would potentially need to be reviewed for a new report, M. Southern noted that the Board recruitment document (brochure) will require the most attention.

There was consensus that the Board recognizes the importance of the Legacy Report and as many of the elements of this document are being met, time will be put toward updating the recruitment document rather than developing a new report.

**10.0 Updates – including sub-committees**

**10.1** Advocacy Committee – No update

**10.2** Friends of the Library – No update

**10.3** Council Update

A. Lawlor reported that beginning on March 21, Council will be moving to hybrid (Zoom/in-person) meetings.

**10.4** Community Connections Update

M. Kindbom discussed the possibility of the Library providing information to the public regarding the ongoing war in Ukraine. B. King reported that in response to community questions, a donation page has been created in the Halton Community Service Directory which is accessible through the HHPL website. Consideration may be given to future programming on such topics as communications, propaganda and social media use.

**11.0 Financial Report**

**11.1** Month End Report (Preliminary Year-end)

M. Southern reported that spending is at the expected level. It was noted that the Fines revenue amount has been adjusted this year as this is an increasingly unreliable revenue source.

M. Southern reviewed the Library Capital Reserve which includes the surplus from 2020. Capital Reserve funds have been allocated over the next 10 years for planned capital projects.

**12.0 New Business**

**12.1** Report No. LBD-2022-011 re: Evolving Library Space Needs

M. Southern presented information about the changing requirements for, and uses of, library space. Many factors have led to a significant increase in demand for library space including, but not limited to, extra staffing and public space needs due to pandemic physical distancing requirements, dedicated space for expanded virtual services, alternative work spaces for residents who work from home, additional staffing requirements, and new technology services.

Moved by M. Kindbom

That Report No. LBD-2022-011 re: Evolving Library Space needs be received for information.

Seconded by J. Schumacker

**03/09/22-4**

**CARRIED**

**12.2** Report No. LBD-2022-012 re: Fine Free Libraries: Changes in the Past Year

M. Southern presented updated information on the growing trend for libraries to move to a fine free model as a means to removing barriers to service.

Moved by B. Cospers

That Report No. LBD-2022-0012 re: Fine Free Libraries:  
Changes in the Past Year be received for information.

Seconded by M. Kindbom

**03/09/22-05**

**CARRIED**

**12.3** Report No. LBD-2022-010 re: Chief Librarian's Report – March 2022

M. Southern noted highlights from the Chief Librarian's Report – March 2022:

- Library Love Promo encouraged patrons to search for large laminated paper hearts hidden throughout the branches. When found, they were presented to staff and exchanged for a HHPL Book Bag. A total of 38 book bags were awarded.
- One Book, On Halton Hills 2022 was launched on February 15. This year's book is *The Day the Work Stops Shopping* by J.B. McKinnon.
- March Break in-branch programming is being planned and significant participation is expected as pandemic restrictions are lifted.

Moved by J. Schumacker

That Report No. LBD-2022-010 re: Chief Librarian's Report  
– March 2022 be received for information.

Seconded by B. Cospers

**03/09/22-06**

**CARRIED**

**13.0 Health & Safety Report**

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

**14.0 Next Meeting**

Wednesday, April 13, 2022

7:00 p.m.

Zoom Videoconference

**15.0 Adjournment**

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by A. Lawlor

**03/09/22-7**

**CARRIED**

The meeting adjourned at 9:02 p.m.

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

Keith Medenblik, Chair  
Halton Hills Public Library Board

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

Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: April 13, 2022

DATED: April 13, 2022