

**Halton Hills Public Library Board**

Wednesday, December 8, 2021

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Betsy Cospers, Larry Hawes, Matt Kindbom, Ann Lawlor,  
Keith Medenblik (Chair), Joanna Meler, James Schumacker, Tamara Smith

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

**Regrets:** Lisa Caissie, Marilyn Willis

**1.0 Declaration of Quorum**

- K. Medenblik declared that a quorum was present and called the meeting to order at 7:03 p.m.

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by J. Schumacker

**12/08/21-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes of November 10, 2021 and In Camera Minutes of November 10, 2021**

Moved by T. Brown

That the Minutes of November 10, 2021 and the In Camera Minutes of November 10, 2021 be approved.

Seconded by B. Cospers

**12/08/21-2**

**CARRIED**

**5.0 Consent Agenda**

- None

**6.0 Correspondence**

- None

**7.0 Business Arising**

**7.1 Advocacy Committee Update**

- M. Southern reported:

- The Advocacy webpage is now live on the HHPL website.

- Community Foundation Halton North (CFHN) and the Library each issued a media release on Giving Tuesday regarding the \$10,000 donation awarded to HHPL as part of the 2021 CFHN Webathon.
- As discussed at the November Board meeting, legal advice around the costs of setting up an endowment fund and related issues is still pending.

## 7.2 Strategic Plan Update

- B. King reported that the staff working group and consultants met on November 17 and December 1 to review the staff and community surveys. Surveys will be released as soon as revisions are complete. Once finalized, copies of the Community Survey will be provided to Board members so that they are aware of the contents in the event that they are approached with questions.
- As an incentive, members of the public who complete the Community survey (running until January 14), can enter draws for two iPads and assistance from staff to set up the Library apps.
- A short Branding survey will be released in late January after the primary analysis of the Staff and Community surveys is complete.
- Focus group sessions are being planned for late January.
- The first Board workshop is tentatively scheduled for January 14 (currently in person).
- To provide the consultants sufficient time to compile the survey data and provide an update to the Board, Board members were asked to consider rescheduling the January 12 meeting to January 19.

## 8.0 Council Update

- T. Brown reported that Budget deliberations are continuing. To date, there have been no requests for changes to the 2022 Library budget.

## 9.0 Friends of the Library Update

- M. Southern attended the December 2 meeting to express thanks on behalf of Board and staff for the hard work and fundraising efforts of the Friends over the past year.
- An event for donors to the Acton Reading Deck is under consideration for when this new space opens in the spring.
- Friends of the Library membership now stands at 72.

## 10.0 Community Connections Update

- None.

## 11.0 Financial Report

### 11.1 Month End Report (October)

- M. Southern reported that spending is at the expected level. It is expected that at year-end, the Library will be approximately 5% under budget due to staffing gaps.
- The Month End Report was received for information.

## 12.0 New Business

### 12.1 Presentations/Delegations – None

### 12.2 Report No. LBD-2021-064 re: 2022 Work Plan

- M. Southern presented the Library's proposed 2022 Work Plan and provided an overview of the key initiatives and associated actions planned for the upcoming year.
- It was noted that while strategies for all of HHPL's key audiences as outlined in the current strategic plan are included in 2022 work plan, the definition of current and future key audiences will be explored and updated for the new strategic plan.
- The Board will receive quarterly updates on the status of initiatives along with quarterly metrics.

Moved by J. Schumacker

That the 2022 Work Plan be received.

Seconded by T. Smith

**12/08/21-3**

**CARRIED**

### 12.3 Report No. LBD-2021-060 re: 2022 Key Agenda Items

- M. Southern presented the proposed 2022 Key Agenda Items for information and feedback, noting that the February through March Board meetings will be dominated by items related to the new Strategic Plan. A few tweaks were made to balance the year.

Moved by T. Smith

That the recommendations in Report No. LBD-2021-060 re: 2022 Key Agenda Items be accepted for information and feedback;

AND FURTHER THAT the January 12 Board meeting be rescheduled to January 19 as previously discussed in agenda item 7.2 Strategic Plan Update.

Seconded by J. Meler

**12/08/21-4**

**CARRIED**

### 12.4 Report No. LBD-2021-066 re: Library Website Refresh – Critical Path

- C. Hanman presented Report No. LBD-2021-066 to provide information about the 2022 website refresh. HHPL's website was redesigned and launched in 2018 and this scheduled refresh will allow HHPL to maintain functionality, and continue to provide residents with reliable access to information and electronic services. Funding of \$75,000 has been allocated for this project and work will be done by eSolutions, which designed the current website and has been included on the Library's Single Source purchasing list for 2022. This project is scheduled to begin in January 2022

with the presentation of the updated website to the Board expected in October 2022.

Moved by B. Cospers  
Seconded by T. Smith

That Report No. LBD-2021-066 be received.

**12/08/21-5**

**CARRIED**

- 12.5** Report No. LBD-2021-061 re: Health and Safety Policy as related to the vaccination policy
- M. Southern proved an update about Halton Region's recommendations regarding workplace vaccination policies, the status of Council and Committee vaccination policies in other municipalities, and the Town. The Board was asked to consider confirming its commitment and continue in solidarity with the Town in adherence to this policy which requires staff and the Board to be fully vaccinated or provide a valid medical exemption.

Moved by M. Kindbom

That Report No. LBD-2021-061 dated December 2, 2021 regarding Health and Safety policy as related to the vaccination policy and the Library Board be received;

AND FURTHER THAT the Library Board confirms its commitment to adhere to the Town of Halton Hills' Health and Safety Policy #HS-068 as it relates to the vaccination policy to all members of the Library Board as of January 1, 2022;

AND FURTHER THAT the Library Board will be advised of any amendments to this policy.

Seconded by J. Meler

**12/08/21-6**

**CARRIED**

- 12.6** Report No. LBD-2021-062 re: Board Policy Review (Accessibility Policies (AODA), Children's & Youth Services Policy, Safety & Security of Children & Vulnerable Adults Policy, Volunteers Policy) (First Review)
- B. King presented for consideration, proposed revisions to the Board's Accessibility Policies (AODA), Children's & Youth Services Policy, Safety & Security of Children & Vulnerable Adults Policy, and Volunteers Policy. The proposed changes reflect changes in legislation, modifications requested by staff, housekeeping fixes, and current best practices in public libraries.

Moved by M. Kindbom

That Report No. LBD-2021-062 dated December 1, 2021 regarding the Board Policy Review - Accessibility Policies (AODA), Children's & Youth Services Policy, Safety &

Security of Children & Vulnerable Adults Policy, Volunteers Policy be received and adopted as presented.

Seconded by T. Smith

**12/08/21-7**

**CARRIED**

**12.7** Report No. LBD-2021-065 re: Board Bylaws Review

- M. Southern presented recommendations for Board consideration, to amend two articles of the Board By-Laws:
  - Amendment to Article 11 – Officers of the Board, will ensure that the By-Law meets the requirements stipulated in the Ontario Public Library Act by changing the term of office for the Chair and Vice-Chair from two years, to a full term.
  - Amendment to Article 19 – Order of Proceedings would include the addition of a Land acknowledgment statement, and a review of the order of agenda items.

Moved by T. Smith

That Report No. LBD-2021-065, dated December 2, 2021 regarding Amendments to Halton Hills Public Library Board By-Laws Article 11: Officers of the Board, and Article 19: re: Order of Proceedings be received, and that amendments will be provided at the next Board meeting.

Seconded by A. Lawlor

**12/08/21-8**

**CARRIED**

**12.8** Report No. LBD-2021-059 re: Chief Librarian's Report – December 2021

- M. Southern noted highlights from the December 2021 Chief Librarian's Report:
  - Halton Regional Council has approved the extension of mandatory non-medical masks/face coverings in public places until April 30, 2022 (Regional By-law No. 47-20).
  - The Letter to Santa and Winter Wonder programs are being positively received by patrons.
  - Giving Tuesday – in addition to social media posts encouraging the public to donate to the Library, past donors were sent a copy of the 2020 Annual Report and will also receive a Holiday card from the Library in December.
  - HHPL has launched its LinkedIn profile, which will provide further information about HHPL to those using this professional network. This profile will also be used to post and highlight HHPL awards, accomplishments and significant organizational changes.
  - In cooperation with the Town, the Library will be participating in a review of staff workplace allocations. A preliminary assessment is expected to be completed by mid-January 2022.

- B. King noted that HHPL's OLA Super Conference proposed session topic for the Moccasin Identifier Project has been accepted and will be included in the 2022 OLA Super Conference program.

**12.9 OLA Super Conference 2022**

- Not discussed

**12.10 Report No. LBD-2021-063 re: Amendments to Chief Librarian's job description**

- M. Southern discussed that the Public Libraries Act states that the Board must appoint a Chief Executive Officer (CEO), and that while the Chief Librarian's job description does fulfill the CEO requirements, it was recommended that the job title be amended to reflect the CEO title.

Moved by M. Kindbom

That Report No. LBD-2021-063 dated December 2, 2021 regarding Amendments to the Chief Librarian's job description be received;

AND THAT the Board approves the Amendments to the Chief Librarian's job description;

AND FURTHER THAT the Chief Librarian will now have the title of "Chief Executive Officer" (CEO) effective immediately.

Seconded by B. Cospier

**12/08/21-9**

**NOT CARRIED**

Moved by A. Lawlor

That Report No. LBD-2021-063 dated December 2, 2021 regarding Amendments to the Chief Librarian's job description be received;

AND THAT the Board approves the Amendments to the Chief Librarian's job description;

AND FURTHER THAT the Chief Librarian will now have the title of "Chief Librarian and Chief Executive Officer" (CEO) effective immediately.

Seconded by T. Smith

**12/08/21-10**

**CARRIED**

- Staff were directed to begin using Library letterhead for job descriptions as they are updated.

