

**Halton Hills Public Library Board**

Wednesday, February 13, 2019  
Georgetown Branch-Board Room  
7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Larry Hawes, Matt Kindbom, Ann Lawlor,  
Bett Leverette (Chair), Heather McAlpine, Tamara Smith, Marilyn Willis

**Staff Present:** Geoff Cannon, Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King

**Regrets:** April Currey

**1.0 Declaration of Quorum**

- B. Leverette declared that a quorum was present and called the meeting to order at 7:00 p.m.

**2.0 Approval of Agenda**

Moved by H. McAlpine

That the agenda be approved.

Seconded by M. Willis

**02/13/19-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of January 9, 2019**

Moved by T. Brown

That the Minutes of January 9, 2019 be approved.

Seconded by T. Smith

**02/13/19-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by T. Smith

That Consent Agenda item:

**5.1** HHPL Organizational Chart

be approved.

Seconded by L. Caissie

**02/13/19-3**

**CARRIED**

**6.0 Correspondence**

- None

## 7.0 Business Arising

### 7.1 Budget – 2019

- G. Cannon reported that the 2019 Operating and Capital Budgets were approved by Council.
- M. Taylor, Senior Landscape Architect, Town of Halton Hills, will be working on the design for the Acton Reading Deck.
- G. Cannon will be forming a committee to coordinate the installation of the marquee at the Acton Branch.

## 8.0 Council Update

- T. Brown discussed that the Town's Integrity Commissioner had provided Council with information about the Code of Conduct and noted that the Library Board would be impacted by the new guidelines.
- A. Lawlor reported that Council had recently attended a public transit workshop. It is expected that a public meeting to present several options will be scheduled in early Spring.

## 9.0 Friends of the Library Update

- G. Cannon reported:
  - The next meeting is scheduled for Friday, February 15<sup>th</sup>.
  - Caddystacks 4 is scheduled for Saturday, April 6<sup>th</sup>.
  - Items are being secured for the online auction that will be taking place at the end of March.

## 10.0 Community Connections Update

- A. Lawlor noted that she had recently attended a meeting where HHPL's Community Librarian, Lee Puddephatt, made a well-received presentation that focused on the services the library provides for small business.

## 11.0 Financial Report

### 11.1 Preliminary Year End Report

- G. Cannon reported that a small surplus is expected due to staffing gaps and transitions.
- The Preliminary Year End Report was received by the Board.

## 12.0 New Business

### 12.1 New Board Interviews – Update

- Interviews for positions for the next Term of the Library Board are being scheduled by the Deputy Clerk for February 23<sup>rd</sup>. It is expected that positions will be confirmed by Council prior to the next scheduled meeting on March 13<sup>th</sup>.

## 12.2 HHPL Year End Report

- G. Cannon presented the Library's Year End Report providing information about the programs, events, and staff activities that took place during 2018.
- In view of the many outreach activities noted in this report, it was suggested that some form of Library presence in the future Gellert Centre Phase 2 project could serve the new residents in Vision Georgetown, as well as those who currently live in Georgetown South until the proposed branch in Vision Georgetown is built. G. Cannon noted and that this would fit with the Board's priority to "*Deliver the distinctive HHPL experience where key audiences gather*", and that he would be discussing this further with the Commissioner of Recreation and Parks.
- The Year End Report was received as information.

## 12.3 OLA Super Conference

### 12.3.1 Report No. LBD-2019-003 re: 2019 OLA Conference Report

- G. Cannon reviewed a number of sessions he attended at the recent Ontario Library Association Conference in Toronto. In particular, the session "*Extended Access Service Model: Leveraging Technology in Rural Libraries*" provided interesting insight on how technology can be used to increase patron access in areas that have limited hours of service.

### 12.3.2 Other OLA Attendees – verbal updates

- T. Smith:
  - Attended several leadership sessions and recommended that future Board members attend the "Boot Camp" for Board members. Among the topics there were discussions around the scope of board governance, and the relationship between the Board, Chief Librarian, and Municipality.
  - The "*So You've Bought a VR System...now what?*" session hosted by HHPL staff members Jodie Mandarino, Hayley Green, Vicki Firth, and Sarah Edgar was well received and staff were complimented on their very informative presentation.
- A. Lawlor:
  - Reported that the session presented by Calgary Public Library (CPL) about the development of their new Central branch to be very interesting. Their unique approach and design research paid particular attention to achieving the desired patron experience. Accessibility to public transit was also a key consideration.
  - Noted that Lee Puddephatt was a member of this year's OLA conference planning committee.

- D. Davey:
  - Reported that he had attended an informative session by about the history of public libraries and library boards in Ontario by retired University of Guelph Library Historian, Lorne Bruce. It was noted that Mr. Bruce’s book “Free Books for All” is available in the HHPL collection.
- C. Hanman:
  - Discussed the Burlington Public Library (BPL) presentation about “The Edible Library”. To promote sustainability, BPL installed an aquaponic garden, which is a self-contained system built with a fish tank on the bottom and plants at the top. Harvested items are given away to members of the community. This endeavor is in support of BPL programming to promote food literacy, and food security within the community.

**12.4 Good-byes**

- On behalf of the Library staff G. Cannon thanked retiring Board members Bett Leverette, Heather McAlpine and April Currey for their years of dedicated service on the Library Board.

**13.0 Health & Safety Report**

- G. Cannon reported that there had been no health and safety related incidents since the January Board meeting.

**14.0 Next Meeting**

Wednesday, March 13, 2019  
7:00 p.m.  
Georgetown Branch – Board Room

**15.0 Adjournment**

Moved by T. Brown  
Seconded by T. Smith  
**02/13/19-4**  
The meeting adjourned at 8:35 p.m.

That the meeting be adjourned.

**CARRIED**

**Signed:** \_\_\_\_\_  
Tamara Smith, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Geoff Cannon, Chief Librarian  
Halton Hills Public Library Board

APPROVED: March 13, 2019  
DATED: March 13, 2019