

**Halton Hills Public Library Board**

Wednesday, January 19, 2022

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Betsy Cosper, Larry Hawes, Matt Kindbom,  
Keith Medenblik (Chair), Joanna Meler, James Schumacker, Tamara Smith, Marilyn Willis

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

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

**Regrets:** Ann Lawlor

**1.0 Declaration of Quorum**

- K. Medenblik declared that a quorum was present and called the meeting to order at 7:01p.m.

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by L. Caissie

**01/19/22-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1** December 8, 2021

Moved by T. Brown

That the Minutes of December 8, 2021 be approved.

Seconded by T. Smith

**01/19/22-2**

**CARRIED**

**4.2** In Camera December 8, 2021

Moved by L. Caissie

That the In Camera Minutes of December 8, 2021 be approved.

Seconded by T. Smith

**01/19-3**

**CARRIED**

## 5.0 Consent Agenda

Moved by B. Cosper

That Consent Agenda items for Wednesday, January 19, 2022 be approved:

5.1 2022 Key Agenda Items-Revised (For information only)

5.2 Report No. LBD-2022-002 re: Staff Day 2021 (For information only)

Seconded by J. Schumacker

01/19/22-4

**CARRIED**

## 6.0 Correspondence

- None

## 7.0 Delegations/Presentations

7.1 G. Young/J. Linton, TCI Management Consultants (with reference to Item 11.1)

- G. Young and J. Linton provided an update on the strategic planning work completed to date:
  - The first Board workshop was productive and provided insight into possible directions for future planning. Board members were encouraged to complete the online Board survey. The Board will be polled regarding the best date for their next workshop in February or early March.
  - Community focus group sessions have started and are providing a number of different perspectives for consideration. These sessions are being conducted virtually due to current COVID restrictions.
  - There was a high response to both the Community Survey and Staff Survey with the majority of respondents stating that they are generally satisfied with library services, and offered a number of ideas for the direction of next Strategic Plan.
  - The Branding Survey for community members is being developed and will be sent out in February.

## 8.0 Business Arising

8.1 Report No. LBD-2022-004 re: HHPL and Land Acknowledgement statements

- M. Southern discussed HHPL's commitment to Truth and Reconciliation, noting efforts to date which include, but are not limited to, Land Acknowledgement statements being stated at larger library programs and events, and statements being posted in both branches and on the HHPL website. The Board was asked to consider the inclusion of a Land Acknowledgment statement as part of their regular meeting agenda, similar to Town Council.

Moved by M. Kindbom

That Report No. LBD-2022-004 dated January 13, 2022 regarding HHPL and Land Acknowledgement statements be received;

AND THAT the Board includes a Land Acknowledgement statement in the agenda;

AND FURTHER THAT staff be directed to provide guidance and advise the Board of any changes to the Mississaugas of the Credit Land Acknowledgment Guidelines.

Seconded by J. Meler

**01/19/22-5**

**CARRIED**

**8.2** Report No. LBD-2022-006 re: Board By-laws Review (second reading)

- M. Southern presented By-law Articles 11 and 19 as revised per discussion at the December Board meeting. Article 11 will now refer to the Public Libraries Act electing the Board Chair at the beginning of the term and advise that the term be for two years. Article 19 was amended, noting that the order of business will be prescribed in advance.

Moved by J. Schumacker

That Report No. LBD-2022-006, dated January 13, 2022, 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 FURTHER THAT the Halton Hills Public Library Board approves the revised amendments to By-Law Article 11 and Article 19 as amended.

Seconded by L. Caissie

**01/09/22-6**

**CARRIED**

**9.0 Updates – including sub-committees**

- 9.1** Advocacy Committee – No updates
- 9.2** Friends of the Library – No updates
- 9.3** Council Update – No updates
- 9.4** Community Connections Update – No updates

**10.0 Financial Report**

**10.1** Month End Report (November 2021)

- M. Southern reported that it is expected that at year end, the Library will be approximately 8% under budget due to staffing gaps. These gaps are in the process of being filled. Unused funds will be transferred to the Library Reserve.
- The Month End Report was received for information.

## 11.0 New Business

### 11.1 Strategic Plan – TCI progress report (see Item 7.1)

### 11.2 Board Objectives Review: 2021 Board Objectives

- B. Cospers, M Willis, and M. Kindbom agreed to prepare a review of the Board’s 2021 objectives and develop proposed objectives for 2022. Board members were encouraged to send suggestions for the objectives to B. Cospers.

### 11.3 Report No. LBD-2022-005 re: Board Legacy Report

- M. Southern suggested that, as this is the final year of the Board’s term of office, the Board may wish to consider the preparation of a Board Legacy Report, as has been done in the past. This report would provide insight and information to the next Board and assist in recruitment.

Moved by B. Cospers

That Report No. LBD-2022-005 dated January 13, 2022, regarding the creation of a Legacy Report be received;

AND THAT the Board confirms its willingness to pursue the creation of this report.

Seconded by T. Smith

**01/19/22-7**

**CARRIED**

- M. Southern will attend a Legacy Report training workshop offered by the Ontario Library Service and provide further information to Board members.

### 11.4 Report No. LBD-2022-003 re: Board Policy Review (Art Collections Policy, Community Displays, Photography and Video Policy) (First Review)

- B. King presented for consideration, proposed revisions to the Board’s Art Collections Policy, Community Displays Policy, and Photography and Video Policy. The proposed changes reflect housekeeping fixes and minor edits to improve clarity.

Moved by M. Kindbom

That Report No. LBD-2022-003 dated January 13, 2022 regarding the Board Policy Review – Art Collection Management Policy, Community Displays Policy, and Photography and Video Policy be received;

AND THAT Report No. LBD-2022-003 dated January 13, 2022 regarding the Board Policy Review – Art Collection Management Policy, Community Displays Policy, and Photography and Video Policy be approved.

Seconded by J Schumacker

**01/19/22-8**

**CARRIED**

**11.5** Report No. LBD-2022-001 re: Chief Librarian’s Report – January 2022

- M. Southern noted highlights from the Chief Librarian’s Report – January 2022:
  - Current provincial COVID restrictions allow libraries to operate at 50% capacity. HHPL is currently not allowing food or beverages consumption in its spaces.
  - The first “Every Child Ready to Read” workshop will take place on January 27, Family Literacy Day. This parent workshop will focus on strategies to promote early literacy and provide information about community resources and library collections.
  - Programming for Family Day (February 21) is planned and will be dependent on restrictions.
  - The Georgetown Branch Creativity Centre is being refreshed with new computer workstations, audio cassette conversion, a Cricut die-cutting machine, and a t-shirt press.
  - The workplace allocation review in cooperation with the Town, is ongoing.
  - Over 15 staff and 2 Library Board members are planning to attend the Ontario Library Association Super Conference in February.

**12.0 Health & Safety Report**

- M. Southern reported that there have been no Health & Safety incidents reported since the December Board meeting. To date, staffing impacts related to COVID-19 have been minimal.

**13.0 Next Meeting**

Wednesday, February 9, 2022  
7:00 p.m.  
Zoom Videoconference

**14.0 Adjournment**

Moved by M. Willis

Seconded by L. Caissie

**01/19/22-9**

The meeting adjourned at 8:18 p.m.

That the meeting be adjourned.

**CARRIED**

Signed: \_\_\_\_\_  
Keith Medenblik, Chair  
Halton Hills Public Library Board

Signed: \_\_\_\_\_  
Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: February 9, 2022

DATED: February 9, 2022