

Halton Hills Public Library Board

Wednesday, November 13, 2019

Georgetown Branch-Board Room

7:00 p.m.

Minutes

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

Staff Present: Geoff Cannon, Douglas Davey, Barb Elliott (Recorder), Beverley King, Mary Land

Regrets: Betsy Cospers, Lisa Caissie

1.0 Declaration of Quorum

- T. Smith declared a quorum was present and called the meeting to order at 7:00pm.

2.0 Approval of Agenda

- Tabled by B. King (to December): New Business 13.5) 2018 Annual Report
- Addition by G. Cannon: In Camera item 13.7.1) Item regarding personal matters about an identifiable individual, including municipal employees or local board members

Moved by J. Schumacker

That the agenda be approved as amended.

Seconded by J. Meler

11/13/19-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 October 9, 2019

Moved by T. Brown

That the Minutes of October 9, 2019 be approved.

Seconded by M. Willis

11/13/19-2

CARRIED

4.2 In Camera October 9, 2019

Moved by M. Willis

That the In Camera Minutes of October 9, 2019
be approved.

Seconded by K. Medenblik

11/13/19-3

CARRIED

5.0 Consent Agenda

Moved by T. Brown

That Consent Agenda items:

5.1 Third Quarter Report

5.2 Independent article (Oct. 17, 2019) re: Hope for Hospice

- 5.3 The New Tanner article (Oct. 17, 2019) re: Star Wars Reads Day...
 - 5.4 National Post article (Oct. 30, 2019) re: Attack on public libraries for letting...
 - 5.5 Independent article (Nov. 7, 2019) re: Models Tell Veterans' Stories at Library
 - 5.6 Independent article (Nov. 7, 2019) re: Halton Hills Library Hosting Firefighter Storytime
 - 5.7 Independent article (Nov. 7, 2019) re: Former CBC Announcer to Talk Storytelling at...
- be approved.

Seconded by K. Medenblik

Discussion:

- Regarding item 5.4) National Post article (Oct. 30), it was noted that HHPL's room booking policies are very similar to that of Toronto Public Library (TPL), and that the majority of rooms available are unlikely to be a large enough venue for a speaker presentation such as the one hosted by TPL and discussed in the article.

11/13/19-4

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Report No. LBD-2019-021 Re: Staff Development Day

- B. King presented a summary of staff development day sessions held at the Georgetown Branch on October 7, 2019, and requested Board consideration to hold this staff event again in 2020. B. King noted that staff had provided considerable positive feedback indicating that the knowledge gained during these sessions would assist them in their current roles.

Moved by M. Willis

That Report LBD-2019-021, dated October 29, 2019 regarding Staff Development Day be received;

AND FURTHER THAT the request to close both Library branches and cancel all offsite programs for one Monday in the fall of 2020 to support a Library Staff Development Day be approved.

Seconded by J. Meler

11/13/19-5

CARRIED

- Board members will be invited to attend next year.

8.0 Executive Search Sub-Committee Report

- K. Medenblik reported that the committee met on October 28th. S. Gourlay, the Town's Manager of Purchasing, assisted with the finalization of the RFP to hire a search firm to replace the Chief Librarian who will be retiring in 2020.

- The RFP has been posted and will close on November 19th. Submissions will be reviewed on November 28th and if necessary, interviews will take place on December 5th. The contract is expected to begin in January 2020.

9.0 Council Update

- T. Brown and A. Lawlor reported:
 - Town Budget Committee meetings will begin soon.
 - Strategic planning priorities are focusing around three areas: shaping future growth, transportation issues, and climate change.
 - A Green Energy Fund is being developed where savings from energy efficiency would be channeled into further enhancing energy efficiency and mitigating the effects of climate change.

10.0 Friends of the Library Update

- M. Kindbom reported:
 - The next Caddystacks event has been scheduled for Saturday, March 21, 2020.
 - 1,000 new redesigned book bags are being considered. If purchased, they will be available for sale by the Friends.

11.0 Community Connections Update

- G. Cannon reported that the YouTube video “Crusoe goes to the Library” was recently released. This episode was recorded at both the Georgetown and Acton branches. As well, the recent Firefighter Storytime was promoted via YourTV Halton.
- G. Cannon recently participated in preliminary discussions with Service Ontario to explore ways that Service Ontario can “rework its purpose and partner with libraries”.
- L. Hawes reported that G. Cannon had presented the Advocacy Presentation at the Senior Men’s Luncheon on October 10th. Feedback was positive.

12.0 Financial Report

12.1 Month End Report (September)

- B. King reported that spending is at the expected level.
- Total revenue is slightly under budget primarily due to the decrease in fines collected, and also, the Ministry operating public library grant has not yet been received. In June 2020, the fines-free policy will be reviewed to assess the impact and effectiveness of this program. Results of the review will be reported to the Board.
- The Month End Report was received by the Board.

13.0 New Business

13.1 Presentation: HHPL Business Plan – 2020

- Based on the Library’s 2020 Business Plan, G. Cannon presented the 2020 Library work plan to the Board. Projects in 2020 are expected to include:
 - Continued replacement of end of life equipment including self-check stations, early literacy stations, Wi-Fi data points and RFID pads

- Furniture refreshment in the Teen lounges of both branches
- Review collections and services to better welcome and connect with newcomers and a diverse community
- Exploring ways for the Library to become more sustainable
- Work with the Mississauga's of the New Credit to enhance collections, services and programs
- This information will be presented to Council in December.
- The full 2020 Business Plan will be forwarded to the Board.

13.2 Memo No. LBM-2019-003 Re: Truth and Reconciliation

- B. King presented an update to the Board regarding the Library's commitment and progress to Truth and Reconciliation efforts. A number of initiatives are in progress including, but not limited to, recognizing and offering land acknowledgements at programs and events, participating in the Moccasin Identifier Project, researching and developing a formal land acknowledgement statement, collaborating with the Town on events (e.g. Water ceremony in Glen Williams during Culture Days), provide staff with professional development opportunities to increase their knowledge and understanding of Indigenous communities (e.g. hosting a KARIOS Blanket Exercise for staff).

13.3 Report No. LBD-2019-023 Re: Capital Reserve Request to fund Acton Reading Deck

- G. Cannon presented for Board consideration, Report No. LBD-2019-023 to consider a request to Council to provide funding from the Library's Capital Reserve to cover unexpected additional costs for the Acton Branch Reading Deck.
- G. Cannon is currently exploring the possibility of defraying some of the additional costs through in-kind sponsorship for several aspects of the project such as the plantings, decking, etc. A letter will be developed for the Board to send to local businesses to request their consideration of sponsorship for this project. Any sponsorship received would in effect reduce the amount of funding needed from the capital reserve.

Moved by M. Kindbom

That Report No. LBD-2019-023 dated October 31, 2019 be received, regarding a Capital Reserve Request in the amount of \$25,000 to fund the cost escalation for the Acton Branch reading Deck;

AND FURTHER THAT the Halton Hills Public Library Board approve the Capital Reserve Request to fund the Acton Reading Deck;

AND FURTHER THAT the Halton Hills Public Library Board approve that a request be made to Council to release \$25,000 from the Library Capital Reserve

Account to fund the escalated cost of the Reading Deck.

Seconded by J. Meler
11/13/19-6

CARRIED

- 13.4** Report No. LBD-2019-022 Re: The Sale of Art Products at Arts and Cultural Programs
- D. Davey presented Report No. LBD-2019-022 for Board consideration to modify the Programming Policy to allow for the sale of art and cultural products at special event programs. This request would increase the library's ability to promote the arts, creativity, and culture within the community by permitting creators and relevant retailers to sell related items at special event programs.

Moved by M. Willis

That Report LBD-2019-022, dated October 30, 2019 regarding the sale of products at arts and culture programs be received;

AND FURTHER THAT the Board's programming Policy be modified to include reference to the sale of art and cultural products at special event programs.

Seconded by J. Schumacker
11/13/19-7

CARRIED

13.5 2018 Annual Report - TABLED

13.6 December Board Meeting

- B. Elliott discussed that traditionally, the Board has met for dinner just prior to the December meeting, and asked if the Board would like to meet similarly this year. There was general consensus that the December 11th Board meeting would be held in the Cultural Centre Studio, and that a dinner would be served at 6:00pm. The regular Board meeting will commence at 7:00pm.
- B. Elliott will send out an email reminder.

13.7 In Camera

Moved by T. Brown
Seconded by L. Hawes
11/13/19-8

That the meeting move In Camera.

CARRIED

B. King, D. Davey and M. Land left the meeting.

13.7.1 Personnel Matter re: an identifiable individual, including municipal employees or local board members

B. Elliott left the meeting.

13.7.2 Personnel Matter re: an identifiable individual, including municipal employees or local board members

Moved by M. Willis
Seconded by K. Medenblik
11/13/19-10

That the meeting move Out of Camera.

CARRIED

Rising report:

- T. Smith reported that the Board had received information regarding a request by a Board member for a temporary leave of absence.

In Camera Motion 11/13/19-9 was passed to grant a six month leave of absence with the status of the Board seat to be reconsidered in May 2020.

- T. Smith reported that the Board had discussed and approved by consensus, the 2019 final GPS for the Chief Librarian.

14.0 Health & Safety Report

- G. Cannon reported that there have been no Health and Safety related incidents since the November Board meeting.
- D. Davey reported that new chemical-free receipt paper is now in use at all HHPL service points. The cost of the new paper is comparable to that used previously. Staff are currently considering options to either recycle or dispose of the old receipt paper.

15.0 Next Meeting

Wednesday, December 11, 2019
7:00 pm
Cultural Centre – Studio

16.0 Adjournment

Moved by M. Kindbom
Seconded by J. Meler
11/13/19-11
The meeting adjourned at 9:30pm.

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: December 11, 2019

DATED: December 11, 2019