

Halton Hills Public Library Board

Wednesday, October 9, 2019
Acton Branch - Community Room
7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, 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

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

Moved by J. Meler

That the agenda be approved as presented.

Seconded by T. Brown

10/09/19-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of September 11, 2019

Moved by L. Caissie

That the Minutes of September 11, 2019 be approved.

Seconded by M. Kindbom

10/09/19-2

CARRIED

5.0 Consent Agenda

- None

6.0 Correspondence

- None

7.0 Business Arising

7.1 Report No. LBD-2019-020 Re: Reading deck at the Acton Branch - Status

- M. Land reported:

- A grant had been received from the Town's Accessibility Advisory Committee in the amount of \$5,200.00 for the installation of an automatic door opener and wheelchair-friendly tables.
- The RFP for this project closes tomorrow, October 10th.

- It is expected that construction will be completed, including plantings, by the end of May 2020.
- There was a suggestion that there could be a sponsorship or outreach opportunity for the gardens around the deck. M. Land noted that the gardens were a part of the RFP, but that sponsorship opportunities could also be considered.
- G. Cannon reported that promotion of this new space will include regular online/social media updates detailing the construction progress.

7.2 Staff Development Day

- G. Cannon reported that the Staff Development Day held on Monday, October 7th was very well-received.
- The morning sessions included a talk by author Allison Graham about 'mastering everyday resiliency', and a presentation by Melanie Stone, City of London Supervisor of Municipal Policy (AODA), about customer service and accessibility. These sessions were also attended by a number Town employees and staff from surrounding libraries.
- Afternoon sessions included presentations by Marcus Logan from Oakville Public Library who spoke about 2SLGBTQ+ issues; Kevin Berry, social worker at Mississauga Public Library, who spoke about homelessness and social service programs in Mississauga; G. Cannon who provided staff with an update on the status of the HHPL Strategic Plan.

8.0 Executive Search Sub-Committee Report

8.1 In Camera: Discussion re Executive Search Process

Moved by A. Lawlor That the meeting move In Camera.

Seconded by J. Meler

10/09/19-3

CARRIED

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

Moved by T. Brown

That the meeting move Out of Camera.

Seconded by K. Medenblik

10/09/19-4

CARRIED

D. Davey and B. King returned to the meeting.

Rising Report:

- T. Smith reported that information had been received regarding the status of the executive search process.

9.0 Council Update

- T. Brown reported that the Hometown Hockey event had been very successful.

- A. Lawlor discussed that the Town would be moving forward to find ways to work toward mitigating and dealing with the declared climate emergency. G. Cannon added that the climate emergency would be a focus in the Library's 2020 Business Plan.
- G. Cannon will be presenting the Library's 2020 Business Plan to the Board at the November meeting.

10.0 Friends of the Library Update

- M. Kindbom reported:
 - The Caddystacks event raised \$1,722.25. The 2020 event has been scheduled for Saturday, March 21st.
 - Each year, the Friends sponsor HHPL's Ink Writing Project, which is a creative writing contest for children and teens in Grades 4 through 12. The awards for the 2019 contest will be presented on October 22nd.

11.0 Community Connections Update

- L. Hawes reported that G. Cannon would be presenting the Board's Advocacy Presentation on October 10th, at the Senior Men's Luncheon.
- Culture Days
 - M. Kindbom attended the Credit Valley Trail opening in Glen Williams noting that there was a strong Indigenous component.
 - B. King provided an overview of the Library's participation in Culture Days (September 27 – 29). Over 2,600 people participated in 81 free community events over the three days, 21 of which were held in the Cultural Centre and Library branches. Among the library events there was a bilingual storytime, community writing project, board game night, dance classes, VR, writer's workshop, and a storywalk at the Acton Branch.
 - In addition, library staff were involved in the Credit Valley Tail event, including the Water Ceremony.
- G. Cannon noted that at a future Board meeting, there would be a report from staff regarding HHPL's response to Truth and Reconciliation. B. King and Town staff have been working with representatives from the Indigenous community to ensure that the proper process is followed to provide an appropriate response from the Library and the Town.

12.0 Financial Report

12.1 Month End Report (August)

- G. Cannon reported that spending is at the expected level.
- The design for the marquee at the Acton Branch is complete and the permit has been issued. It is expected that installation will be complete by year end.
- The Month End Report was received by the Board.

13.0 New Business

13.1 Report No. LBD-2019-019 Re: Library Statistics

- G. Cannon presented statistical information for 2018, provided by the Ministry of Culture, Tourism and Sport, regarding a number of performance indicators that compared HHPL with other libraries serving similar-sized populations.

2018 vs. 2017 Notes of Interest:

- Circulation per Capita: While circulation of physical items dropped slightly, HHPL again ranked third in circulations per capita. HHPL's drop was not as significant as other libraries
- Active Cardholders: HHPL ranked 8th with 28.4% of the population being active card users. While down slightly, it was noted that this does not include online card usage such as for e-book checkouts or database usage.
- In-person visits per Capita: Malfunctioning gate-counters affected this data resulting in somewhat lower than expected numbers.
- Program Attendance per Capita: Program attendance continues to increase with HHPL ranking third per capita. Attendance continued to increase beyond the large increase in 2017 that resulted from additional Canada 150 programming.

13.2 Advocacy Presentation

- M. Willis reported that she and G. Cannon had provided a very successful Advocacy presentation to her book club group. Very positive feedback was received and another book group has now requested to see this presentation in March 2020.

13.3 Report No. LBD-2019-018 Re: Proposed 2020 Board Meeting Schedule

- G. Cannon presented for Board consideration, the proposed meeting schedule for HHPL Library Board meetings in 2020.

Moved by M. Willis

That Report No. LBD-2019-018 dated September 19, 2019 regarding the proposed 2020 Library Board Meeting Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Library Board Meeting Schedule for 2020.

Seconded by K. Medenblik

10/09/19-5

CARRIED

13.4 OLA Super Conference

- G. Cannon announced that the 2020 OLA Super Conference will be taking place January 29th – February 1st. Board members interested in attending were asked to contact B. Elliott by November 8th so that they could be registered at the early bird rate.

- Three HHPL staff members will be participating in presentations:
 - Douglas Davey: “Starting Out Right: OPLA’s Survey on the Topic of Best Practices When Registering New Members”
 - Lisa Hunziger and Douglas Davey: “Sharing Their Dreams: Instituting a Public Advisory Council”
 - Jodie Mandarino: “Small Buildings, Big Dreams: Hosting a Hulk-sized ComiCon in an Ant-Man-sized Library”

14.0 Health & Safety Report

- G. Cannon reported that there had been one staff slip and fall incident in the past month. There was no time lost due to injury.

15.0 Next Meeting

Wednesday, November 13, 2019

7:00p.m.

Georgetown Branch – Board Room

16.0 Adjournment

Moved by L. Caissie

That the meeting be adjourned.

Seconded by J. Meler

10/09/19-6

CARRIED

The meeting adjourned at 8:20pm.

Signed: _____
Tamara Smith, Chair
Halton Hills Public Library Board

Signed: _____
Geoff Cannon, Chief Librarian
Halton Hills Public Library Board

APPROVED: November 13, 2019

DATED: November 13, 2019