

Halton Hills Public Library Board

Wednesday, October 4, 2017
Acton Branch-Community Room
7:00 p.m.

Minutes

Present: Lisa Caissie, April Currey, Larry Hawes, Matt Kindbom, Ann Lawlor,
Bett Leverette (Chair), Heather McAlpine, Tamara Smith

Staff Present: Geoff Cannon, Barb Elliott (Recorder), Mary Querques

Regrets: Ted Brown, Marilyn Willis

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

Moved by L. Caissie
Seconded by M. Kindbom
10/04/17-1

That the agenda be approved as amended.

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 September 13, 2017
Moved by H. McAlpine
Seconded by L. Hawes
10/04/17-2

That the Minutes of September 13, 2017 be approved.

CARRIED

4.2 In Camera September 13, 2017
Moved by A. Lawlor

Seconded by L. Caissie
10/04/17-3

That the In Camera Minutes of September 13, 2017 be approved.

CARRIED

5.0 Consent Agenda

Moved by T. Smith

Seconded by H. McAlpine
10/04/17-4

That Consent agenda item:
5.1 Library Organizational Chart
be approved.

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Library Tag Line – update

- G. Cannon reported that, in response to a request by the Board at the September meeting, a staff survey regarding the library's tag line had been conducted. The results showed that 48% of staff members who completed to poll were in favour of changing the tag line to "Imagination, Innovation, Opportunity", to match the new Strategic Plan. The old tag line received support by 34% of respondents while 18% said it should be changed to something else.
- There was consensus that, in consultation with the Library's Marketing and Communications Specialist and a graphic designer, G. Cannon would request several draft versions of a new logo be created for presentation to the Board for a decision and approval.

8.0 Council Update

- A. Lawlor reported no recent Council issues related to the Library.
- L. Hawes asked how he could obtain information regarding the Town's organizational structure. A. Lawlor responded that information regarding specific staff appointments (e.g. Town Treasurer) is available on the Town's website. M. Querques will inquire further as to how this information can be accessed.
- A. Lawlor reported that work on Vision Georgetown was progressing but that the date for the final report is still pending. G. Cannon noted that the recent Vision Georgetown information evening was well-attended and that the response to the current plan had been generally positive. The current concept still places a library branch in a block with the other community buildings.

9.0 Friends of the Library Update

- M. Kindbom reported that the recent book sale at the Acton Branch in support of the Acton Branch reading deck had been well-attended, and that the Friends are nearing their fundraising goal for this project. The book sale was organized and run by several Acton residents who expressed an interest in supporting the reading deck; these volunteers will be recognized by the Friends at their next meeting.

10.0 Community Connections Update

- G. Cannon reported that 38 new Canadian citizens were welcomed at the Citizenship Ceremony held on Friday, September 29th in the John Elliott Theatre. G. Cannon noted that this event had been organized in partnership with the Cultural Centre. It is hoped that additional ceremonies will be hosted in the future.
- G. Cannon acknowledged Jane Diamanti for being the catalyst to host this ceremony at the Library/Cultural Centre.

- A. Lawlor recognized that Library staff had also been involved in a number of events during ‘Culture Days’ and ‘Doors Open’ last weekend.

11.0 Financial Report

11.1 Accounts Payable

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$22,695.08** as detailed in the Computer Cheque Register for **\$12,277.80** in week **#39 DATED September 28th, 2017** and the **VISA** purchases statement for the month of **AUGUST 2017** for **\$10,417.28** have been examined and are hereby approved for payment, including expenses for the following employees:

Alison Crawley	\$ 59.16
Darlene Green	\$ 14.92
Hayley Green	\$ 29.79
Lisa Hunziger	\$ 135.15

Seconded by A. Currey
10/04/17-5

CARRIED

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$75,261.27** as detailed in the Computer Cheque Register for **\$61,932.18** in week **#37 DATED September 14, 2017** and the **VISA** purchases statement for the month of **JULY 2017** for **\$13,329.09** have been examined and are hereby approved for payment, including expenses for the following employees:

Mary Baxter	\$ 175.14
Melissa Benham	\$ 63.66
Geoffrey Cannon	\$ 135.93
Darlene Green	\$ 92.95
Manpreet Jhand	\$ 42.84
Rebecca Scarr	\$ 79.99
Sherry Farago	\$ 86.46

Seconded by A. Currey
10/04/17-6

CARRIED

11.2 Month End Report (July, August)

- G. Cannon reported that spending is at the expected level. It was noted that a portion of the grant funding has not yet been spent.
- It was suggested that in the future, in place of advertising in the printed Recreation and Parks Guide, consideration be given to using some of the funding from the advertising budget for online advertising. G. Cannon discussed the importance of this information being in the guide and noted this suggestion for future consideration.
- The Month End Report was received by the Board.

12.0 New Business

12.1 Report No. LBD-2017-009: 2018 Preliminary Operating Budget-draft

- There was discussion regarding the Library's philosophy regarding the cost vs. charges to participants in library programs. G. Cannon outlined that core literacy-building programs are offered at no charge, while other programs run by the library or not-for-profit organizations may have a minimal charge to cover costs. The new Robo-Geek program being offered for youth ages 8-14 years is different, in that it is being run by professionals and the cost charged to participants reflects the market value of the program. A percentage of this revenue comes back to the Library.
 - G. Cannon will prepare a discussion paper regarding program vetting to assist the Board in developing a strategy for future partnerships with commercial businesses. Strategies may also be considered to allow the provision of a number of subsidized spaces in programs offered by for-profit businesses.
- G. Cannon presented the draft 2018 Preliminary Operating Budget for Board consideration.

Moved by T. Smith

That Report No. LBD 2017-009 dated October 3, 2017 regarding the 2018 Preliminary Operating Budget be received;

AND FURTHER THAT THE 2018 Preliminary Operating Budget in the amount of **\$3,486,138** be approved;

AND FURTHER THAT staff be authorized to submit the Library's 2018 Preliminary Operating Budget to the Town of Halton Hills Budget Committee.

Seconded by L. Hawes

Discussion:

- M. Querques provided a review of the expected changes for 2018 noting that the overall increase, including one budget inclusion, is projected to be 1.98%.

Highlights:

- The majority of the projected increase is the result of increased wages (\$44,600) due to staff moving through the pay grid and changes in vacation entitlement and also the one Budget Inclusion that will be presented to Council:
 - Marketing & Communications Specialist (\$23,827): This request will support the conversion of a 35 hour part-time shared Marketing & Communications Specialist position, to a full-time position. This shared full-time position, Town (5 hrs./week) and Library (30 hrs./week), will advance initiatives to raise the profile of the Library and Town of Halton Hills, and the profile of other key community partners.
- Increases to Utilities, Services and Rentals (\$13,750) are the result of an increase to membership fees and the number of staff with paid memberships, additional costs for service contracts (i.e. print release stations, Acton Branch Internet, computer support), and an increase in rent for the Georgetown Branch.
- The remaining amounts contributing to the increase are due to adjustments to actual costs for the photocopier contract and beverage centre supplies (\$2,400), the loss of revenue for the summer student grant (\$1,000), and the removal of one-time funding for Art Collection Management (\$6,200).

10/04/17-7

CARRIED

12.2 Presentation: Employee Engagement Survey

- G. Cannon presented information regarding the results of the recent Town-wide Staff Employee Engagement Survey which was administered by outside company Metrics@Work, who also provided past surveys which took place in 2008 and 2012. All Library staff, with the exception of Pages, were asked to complete this survey that was designed to measure staff engagement and gather feedback about work environment. Reports were compiled for the organization as a whole (Town), individual departments (e.g. Library), and individual work units (e.g. departments within the Library).

Highlights:

- 40 out of 44 Library staff members (90.9%) completed the survey. Overall the Town participation rate was 94.4%, which is considered to be very high.
- Results revealed that while levels of Library staff engagement decreased slightly from 2012, levels are still considered to be high. Supervisors will be meeting with their individual work units to determine possible reasons for this change.

Discussion:

- It was recommended and agreed, that the policy re: General Provisions on the Public Conduct in the Library would be removed as all items outlined in this policy are contained in other relevant Board policies.
- It was recommended and agreed, that the policy re: Halton Information Network (HALINET) would be removed as it is not necessary to incorporate an acknowledgment of this agreement into policy.
- G. Cannon noted that the Information Services policy was not brought forward for review at this time as it is currently under review by staff.

10/04/17-11

CARRIED

13.0 Health & Safety Report

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

14.0 Next Meeting

Wednesday, November 8, 2017
Georgetown Branch – Board Room
7:00 p.m.

15.0 Adjournment

Moved by T. Smith
Seconded by H. McAlpine

That the meeting be adjourned

10/04/17-12

CARRIED

The meeting adjourned at 9:15 p.m.