

Halton Hills Public Library Board
Wednesday, January 9, 2013
Acton Branch - Children's Programming Room
7:00 p.m.
Minutes

Present: Jane Altobelli, Allan Ewing, Larry Hawes, Jay Jackson (Chair),
Moya Johnson, Frank Loreto, Bette Leverette, Tamara Smith,
Clark Somerville, Sheila Taylor

Staff Present: Geoff Cannon, Jane Diamanti, Barb Elliott (Recorder)

1.0 Approval of Agenda

Addition:

- Business Arising 5.2) Council Presentation re: Operating Budget (JJ)

Moved by J. Altobelli
Seconded by B. Leverette
01/09/13-1

That the agenda as amended, be approved.

CARRIED

2.0 Declarations of a Pecuniary Interest

- None

At this point there was consensus that New Business 10.2) Unattended Children Policy, be brought forward for discussion.

10.2) Unattended Children Policy

- J. Diamanti reviewed her Report: Policy Regarding Unattended Children in the Library in which she detailed a patron's concerns regarding the current Board policy, the patron's request that this policy be reviewed and her subsequent research into the matter. It was noted that policies at other public libraries regarding unaccompanied children were not consistent, and that there was a lack of legislative clarity around the appropriate age for leaving children alone in a public place. However, information from the Children's Aid Society did indicate that children under 10 years of age should be accompanied by a responsible adult or caregiver.
- J. Diamanti presented the following recommendations for Board consideration:
 - That the Board amend the policy to allow children 10 years or older to attend the Library unaccompanied. As such, the revised policy would read: "unattended children 9 years of age or under need to be accompanied by a parent, guardian or a responsible person 12 years of age or older. Children 9 years of age and under may only be at the Library unattended if they are participating in a children-only Library program".

- That the policy be developed more fully to reflect the importance of child safety to the Library and that the ultimate responsibility for the safety, well-being and behaviour of children rests with the parents (the Milton Public Library Policy could be adapted for our purposes).
- That the approved policy be posted in a highly visible location in both branches and on the website (all policies will be made accessible via the website).
- That a step-by-step procedure be developed by the Deputy Director on how to handle young children who appear to be unaccompanied. This would include trying to locate a parent/guardian or caregiver, and informing him/her of the policy before the child is asked to leave the Library.
- That Library staff have a list of possible community resources that could assist parents/guardians or caregivers who are unable to accompany their young children to the Library.

Moved by J. Altobelli

That the recommendations outlined in the Report: Policy Regarding Unattended Children in the Library be adopted.

Seconded by F. Loreto

Discussion:

- S. Taylor suggested that wording be clarified such that children in Library programs are only left unattended for the duration of the program and that in the case of younger children attending programs, a care-giver must remain in the building for the duration of the program.
- B. Leverette suggested that the policy offer guidelines but be somewhat flexible, to allow parents the option to decide whether a child is responsible enough to attend the library on their own.
- M. Johnson noted that the CAS considers the acceptable age for a child to be left unattended is ten years and suggested that, for guidance to Library staff, this be the age where the policy should apply. C. Somerville concurred and noted the need to harmonize the Library's policy with that of the Cultural Centre/Gallery.
- F. Loreto asked if the Library and/or staff could be held liable in the event of an emergency involving an unattended child. J. Diamanti responded that she had discussed this with the Town's legal advisor and that he had advised that the responsibility for an unattended child lies with the parent.
- G. Cannon noted that if necessary, staff would establish a child's age by asking the child and then follow established procedures as the situation presents.
- T. Smith expressed concern that if younger children (8-9 yrs. old) were allowed to attend the library unaccompanied, there could be an 'influx' of children who previously may have been placed in a more traditional child care setting.

01/09/13-2

CARRIED

- G. Cannon will develop step-by-step procedures on how staff will handle situations with young children who appear to be unaccompanied and will present to the Board for review.
- G. Cannon will notify Library staff and patrons who have formally expressed concern about the current policy regarding the Board's decision.
- J. Diamanti will present the revised policy for approval at the March Board meeting.

3.0 Minutes

3.1 December 14, 2012

Moved by F. Loreto

That the Minutes of December 14, 2012 be approved.

Seconded by A. Ewing
01/09/13-3

CARRIED

3.2 *In-Camera* December 14, 2012

Moved by A. Ewing

That the *In Camera* Minutes of December 14, 2012 be approved.

Seconded by J. Altobelli
01/09/13-4

CARRIED

4.0 Consent Agenda

None

5.0 Business Arising

5.1 GBPC Update

5.1.1 Construction/move-in status

- S. Taylor reported:
 - The full occupancy permit cannot be issued until the elevators have been certified and issues regarding the emergency exit onto Market St. are resolved. The elevator inspection is scheduled for January 14th. Discussions with the Town's Building Department regarding the emergency exit are ongoing and it is expected that a resolution will be reached soon. The target date for the soft opening is January 15th.
 - Exterior signage is to be installed on January 10th.
 - It is hoped that the Gallery will be usable for the January 25th Gala event although there is still much work to be done in this area. The Theatre is expected to open on February 22nd.
- G. Cannon noted that the Community Room may not be available for use prior to the Gala event on January 25th.
- F. Loreto asked if we could seek compensation due to increased costs due to delays in having the elevators certified. S. Taylor did not think that this would be possible and commended the movers and staff for the extra

work and effort put in to make the move as smooth and timely as possible.

- C. Somerville reported that he had been in discussions with representatives from the Green Municipal Fund, regarding who would be making their presentation with Michael Chong, M.P., at the Gala event.
- J. Diamanti reported that the lease for 224 Maple Ave. has been extended until the end of January as extra moving time was required without the elevators.
- G. Cannon noted that due to delivery of the wrong Ethernet switches, Internet access is currently only available to part of the building. It is expected that the correct switches will be delivered soon.

5.1.2 Project budget

- J. Diamanti reported that the Town's CAO and Treasurer have been advised of the current cost overruns and that the CAO had sent an e-mail to the Mayor and Council to alert them to the situation. It was noted that funding for the cost escalations in 2011 – 2012 was not sought as was previously done for 2010 – 2011 (where a 5 per cent escalation was approved). If the escalation funds had been obtained for 2011 – 2012 in same amount of 5%, the current overage would not exist.
- It was noted that the cost of the lease for the extra month at 224 Maple Ave. is not yet known.

5.1.3 Capital Campaign

- M. Johnson reported that to date, the Capital Campaign has raised approximately \$500,000.
- J. Diamanti reported that funding confirmation has been received for the dedication of the Partner's Space and Seniors Lounge areas. As well, a group has indicated an interest in sponsoring the Children's Program Room.

5.2 Council Presentation re: Operating Budget

- J. Jackson discussed that he and F. Loreto, on behalf of the Board, would be making a presentation to the Budget Committee on January 14th to request that operating hours which were lost in during the 1990's, be reinstated so that the Library could re-open on the Saturdays of long weekends and on Sundays during the school year. A number of reasons to justify this reinstatement will be presented including:
 - The population of Halton Hills has grown considerably since the 1990's
 - There are now a large number of commuters living in Halton Hills who would prefer to have increased access on the weekends
 - The new Helson Gallery is expected to draw a large number of visitors and it would be advantageous for both facilities to be open during these times
 - Students often use the Library for study and research purposes on weekends
 - During the summer, the Library is identified as a 'cooling centre'
 - Other jurisdictions in Halton Region have at least one library branch open on these days

- J. Diamanti noted that Norm Elliott would also be speaking on behalf of the Friends of the Library.

6.0 Council Update

- M. Johnson discussed that Council's primary focus in January would be the Operating Budget.
- It was announced that the Town had received a grant of \$514,000 from the Government of Canada's Community Infrastructure Improvement Fund (CIIF) for the arena expansion.

7.0 Friends of the Library Update

- J. Altobelli reported that the Friends had toured the Georgetown Branch on January 7th.
- J. Diamanti noted that the Friends have agreed to serve as docents on opening day.

8.0 Community Connections Update

- J. Diamanti reported that she will be providing a tour of the Georgetown Branch to the Downtown Georgetown BIA executive on January 11th. A number of other tours are also being planned for confirmed and potential donors.

9.0 Financial Report

9.1 Accounts Payable

- None

9.2 Month End Report

- J. Diamanti reported that there is currently 3.85 per cent remaining in the budget although there are still a number of items to be debited. At this point, it is possible that a surplus may remain at year end which would be largely attributable to the Georgetown Branch closure during the month of December.
- The Month End Report was received by the Board.

10.0 New Business

10.1 Board Objectives

10.1.1 Review of 2012 Objectives

- J. Diamanti reviewed the status of the Board's 2012 Objectives noting that all objectives were either completed or would be ongoing.

10.1.2 2013 Draft Board Objectives for discussion

- J. Diamanti presented the draft 2013 Objectives for Board consideration. There was consensus that the initiatives presented involving the Advocacy Plan, Interim Strategic Plan and the Capital Campaign would form the Board's 2013 Objectives.
- J. Diamanti will prepare the finalized 2013 Objectives for Board approval at the March Board meeting.

10.2 Unattended Children Policy

- Previously discussed.

11.0 Librarians' Report

11.1 Deputy Director of Library Services Report

G. Cannon reported:

- The total circulation for 2012 was 510,000 items. It was estimated that if the Georgetown Branch had been open during December, circulation would have reached approximately 545,000 representing an 8 per cent increase (despite the Georgetown Branch being in a temporary site and minimal population growth). J. Diamanti noted that since the year 2000, circulation has increased 85 per cent while the population has only increased by approximately 39 percent.
- There have been several departmental/positional name changes:
 - The Technical Services Department will now be known as Access Services which more accurately reflects their role within the Library, e.g., increasing access to resources.
 - The Children's and Youth Advocate will now be the Children's and Youth Librarian to be consistent with other Librarian positions within the Library.

12.0 Next Meeting

Date: TBA
Georgetown Branch
Board Room

Moved by S. Taylor
Seconded by T. Smith
01/09/13-5

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.