

**Halton Hills Public Library Board**

Wednesday, December 13, 2017

Georgetown Branch

7:00 p.m.

**Minutes**

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

**Staff Present:** Geoff Cannon, Barb Elliott (Recorder)

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

- Addition of New Business 12.3) Sierra Migration (GC)
- Addition of New Business 12.4) Vision Georgetown (GC)

Moved by A. Currey

That the agenda be approved as amended.

Seconded by T. Smith

**12/13/17-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1 November 8, 2017**

Moved by T. Brown

That the Minutes of November 8, 2017 be approved.

Seconded by M. Willis

**12/13/17-2**

**CARRIED**

**4.2 In Camera November 8, 2017**

Moved by A. Lawlor

That the In Camera Minutes of November 8, 2017 be approved.

Seconded by T. Smith

**12/13/17-3**

**CARRIED**

## 5.0 Consent Agenda

Moved by M. Willis

That Consent Agenda items:

- 5.1 Independent article (Nov. 30, 2017) re: "Library 'Food for Fines' campaign..."
- 5.2 Independent article (Nov. 30, 2017) re: "Halton Hills Library offers 'provocative'..."
- 5.3 New Tanner article (Dec. 7, 2017) re: "Food 4 Fines a winner"
- 5.4 New Tanner Letter to the Editor (Dec. 7, 2017) re: "Thank you..."

be approved.

Seconded by H. McAlpine  
12/13/17-4

**CARRIED**

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 2018 Budget – update

- G. Cannon reported that the 2018 Capital and Operating Budgets were approved by Council on December 11<sup>th</sup>.
  - Items highlighted:
    - The construction process for the Acton Reading Deck (\$66,200) will begin with a Request for Proposal in the spring of 2018. It is hoped that construction will be completed by the fall. The official opening will take place in the fall, weather permitting.
    - Marketing & Communications Specialist (\$23,827): This funding will support the conversion of a 35 hour part-time shared Marketing & Communications Specialist position, to a full-time position. Interviews have been completed and Suzy Mackie was the successful candidate. Ms. Mackie will assume this position on January 2, 2018.
    - Library Materials Collection Development (\$25,000): These funds will allow the Library to continue to build its materials collection to meet the provincial average of 2.58 items per capita. The Library currently has 2.3 items per capita which represents a deficit of approximately 15,000 items.
    - Library Furnishings-Georgetown Branch (\$20,000): This funding will see the renewal of furnishings and equipment in the Georgetown Branch Library and the addition of items that will increase patron accessibility.

### 7.2 2017 Board Objectives – Status

- The Board reviewed the status of their 2017 Objectives.
- Items of note for 2018:
  - Objective 2 regarding the approval of a Board Diversity and Inclusion Policy has been postponed to 2018. G. Cannon noted that this work will also include components related to Indigenous peoples, such as the Acknowledgement of the Land banners discussed at the November Board meeting, and also special collections for works by Indigenous authors.
  - Objective 3 will proceed in 2018 with the revision of the Board's Advocacy presentation. S. Mackie will be revising and reviewing this presentation with the Advocacy Sub-Committee early in 2018. The finalized presentation will then be brought forward to the Board for final review.
  - Objective 5: The framework for the Library's Succession Plan is in place and the next phase will begin in 2018. It may be necessary to realign the Plan if the Town proceeds with the development of a corporate succession planning framework.
  - Objective 7: G. Cannon will discuss the status of the media relations toolkit with S. Mackie and report back.
  - Objective 9: It is expected that the Annual Giving Campaign will move forward in 2018. Timing is dependent on the Library attaining charitable status.
- G. Cannon will provide draft 2018 Board Objectives for consideration at the February Board meeting.

## **8.0 Council Update**

- No further report.

## **9.0 Friends of the Library Update**

- G. Cannon reported that the Friends met in November. It was noted that the Friends portion of funding required for the Acton Reading Deck is now available.

## **10.0 Community Connections Update**

- M. Willis reported that she had participated in a national think-tank with the theme of how to promote and increase the purchases of Canadian literature.
- G. Cannon noted that he has been asked to participate at the FCM Sustainable Communities Conference in Ottawa during February 2018. He will be on a panel discussing facilities that are over five years old (Acton Branch Library).

## **11.0 Financial Report**

### **11.1 Accounts Payable**

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$29,632.89** as detailed in the Computer Cheque Register for **\$20,338.67** in week #45 DATED November 9<sup>th</sup>, 2017

and the **VISA** purchases statement for the month of **SEPTEMBER 2017** for **\$9,294.22** have been examined and are hereby approved for payment, including expenses for the following employees:

Vicki Firth	\$ 39.78
Manpreet Jhand	\$ 42.84
Jason Pires	\$ 30.00
Lee Puddephatt	\$ 52.53

Seconded by M. Willis  
**12/13/17-5**

**CARRIED**

Moved by L. Caissie

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$26,928.86** as detailed in the Computer Cheque Register for week **#49 DATED December 7<sup>th</sup>, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Vicki Firth	\$ 38.72
Lisa Hunziger	\$ 28.56

Seconded by L. Hawes  
**12/13/17-6**

**CARRIED**

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$28,255.20** as detailed in the Computer Cheque Register for **\$16,222.66** in week **#47 DATED November 23<sup>rd</sup>, 2017** and the **VISA** purchases statement for the month of **OCTOBER 2017** for **\$12,032.54** have been examined and are hereby approved for payment, including expenses for the following employees:

Geoffrey Cannon	\$ 123.42
Sarah Edgar	\$ 40.00
Barbara Elliott	\$ 21.63

Seconded by M. Willis  
**12/13/17-7**

**CARRIED**

**11.2 Month End Report (October)**

- G. Cannon reported that spending is slightly below the expected level, primarily due to staff away on leave over past year. A portion of these savings are being redirected from the staffing budget to cover the cost of moving the library

catalogue to the Cloud. Any surplus funds remaining at year end will be used to replenish the Library Reserve account.

- B. Leverette requested that the newest notes on the month end report be highlighted for easier identification.

## **12.0 New Business**

### **12.1 In Camera re: Personnel Issue**

Moved by T. Smith

That the meeting move In Camera.

Seconded by A. Currey

**12/1317-8**

**CARRIED**

Moved by T. Brown

That the meeting move Out of Camera.

Seconded by A. Currey

**12/13/17-9**

**CARRIED**

#### Rising Report:

- The Board reported that information was received regarding the Chief Librarian's GPS evaluation.

### **12.2 Report No. LBD-2017-014 re: Board Policy Review**

- G. Cannon presented Report No. LBD-201-014 regarding the review/revision of the following Board policies:

- Public Relations
- Purchasing
- Safety and Security of Children and Vulnerable Adults
- Service Policy
- Shelter in Place Policy
- Staff Development, Association Membership, Conferences
- Volunteers
- Zero Tolerance of Violence and Vandalism

Moved by M. Willis

That Report No. LBD-2017-014 dated December 4<sup>th</sup>, 2017 regarding the Board Policy Review be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions and deletions to the Library Board policies.

Seconded by M. Kindbom

**12/13/17-10**

**CARRIED**

**12.3 Sierra Migration**

- On behalf of C. Hanman, G. Cannon reported that the Library’s Sierra server migration to the Cloud has been successfully completed.

**12.4 Vision Georgetown**

- G. Cannon distributed information from the September 20<sup>th</sup> Vision Georgetown public consultation session. It was highlighted that 79% of those present felt that a Library Branch should be located in the Community Core, followed by places to shop/dine at 77%.
- G. Cannon also noted that requests from both the Public and Catholic School Boards have been received for high schools on these lands.

**13.0 Health & Safety Report**

- G. Cannon reported that there had been no Health & Safety issues since the November Board meeting.

**14.0 Next Meeting**

Wednesday, January 10, 2018

7:00 p.m.

Georgetown Branch – Board Room

**15.0 Adjournment**

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by L. Hawes

**12/13/17-11**

**CARRIED**

The meeting adjourned at 8:15 p.m.