

Halton Hills Public Library Board
Wednesday, November 8, 2017
Georgetown Branch-Board Room
7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Larry Hawes, Ann Lawlor, Bett Leverette (Chair),
Tamara Smith, Marilyn Willis

Staff Present: Geoff Cannon, Barb Elliott (Recorder), Beverley King

Regrets: April Currey, Matt Kindbom, Heather McAlpine

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

- Deferred: New Business 12.1) Presentation Wi-Fi to Go (GC)
- Addition of Consent Agenda 5.11) New Tanner Article (Nov. 2, 2017) re: Sister City's culture and traditions (BE)
- Addition of Business Arising 7.4) Amendment to Report No. LBD 2017-004 re: 2018 Holiday Closure Schedule (GC)
- Addition of new item, New Business 12.1) Acknowledgement of the Land (MW)

Moved by M. Willis

That the agenda be approved as amended.

Seconded by T. Brown

11/08/17-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 October 4, 2017

Moved by L. Hawes

That the Minutes of October 4, 2017 be approved.

Seconded by L. Caissie

11/08/17-2

CARRIED

4.2 In Camera October 4, 2017

Moved by L. Caissie

That the In Camera Minutes of October 4, 2017 be approved.

Seconded by M. Willis

11/08/17-3

CARRIED

5.0 Consent Agenda

- Items held for discussion:
 - 5.1) HHPL Business Plan – 2018 (AL)
 - 5.2) Third Quarter Report (AL)
 - 5.9) Independent article (Oct. 19, 2017) re: “HHPL launches internet hot spots” (LC)

Moved by A. Lawlor

That Consent Agenda items:

- 5.3 Performance Indicators 3rd Quarter 2017
- 5.4 Art Collection Management Policy
- 5.5 Thefp.ca article (Sept. 21, 2017) re: “Draft plan provides early glimpse...”
- 5.6 New Tanner article (Oct. 5, 2017) re: “Citizenship ceremony held in Halton Hills...”
- 5.7 New Tanner article (Oct. 5, 2017) re: “Fundraiser held to build a reading deck...”
- 5.8 New Tanner article (Oct. 12, 2017) re: “Library introduces ‘Food 4 Fines’ program”
- 5.10 Independent photo (Oct. 19, 2017) re: “Oct. 14...Imperial Stormtroopers”
- 5.11 New Tanner article (Nov. 2, 2017) re: “Sister City’s culture and traditions...”

be approved.

Seconded by L. Hawes

11/08/17-4

CARRIED

- 5.1) HHPL Business Plan – 2018
 - A. Lawlor reported that the Library’s Business Plan was well-received by Council and requested that in the future, the Library Board review this document prior to the presentation to Council. G. Cannon responded that the timing of the document did not allow for a Board preview this year, and that next year he would endeavor to provide information regarding the Library’s Business Plan to the Board in advance of the Council presentation.
- 5.2) Third Quarter Report
 - A. Lawlor commended staff on the thoroughness of this report.
- 5.9) Independent article (Oct. 19, 2017) re: “HHPL launches internet hot spots”
 - L. Caissie requested additional information regarding the Internet Hot Spots lending program. G. Cannon explained that this new service is available to anyone who has a Halton Hills Public Library card. Hot spots are loaned out for two week periods and can be used anywhere in Canada. Devices will not allow roaming or texting so that no additional charges can be incurred. There are currently 17-20 holds on the three devices available for loan.

Moved by A. Lawlor

That Consent Agenda items:

- 5.1 HHPL Business Plan – 2018
- 5.2 Third Quarter Report
- 5.9 Independent article (Oct. 19, 2017) re: “HHPL launches internet hot spots”

be approved.

Seconded by L. Caissie

11/08/17-5

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Metrics@work – Library comparators

- In follow-up to the November presentation regarding the Employee Engagement Survey, G. Cannon contacted Metrics@work to see if they could provide HHPL with additional information regarding external benchmarks (i.e. how other libraries compared with HHPL). He was informed that this information could be provided at a cost of \$500.
- There was Board consensus to not move forward in seeking the additional information.

7.2 Contracting programmers

- In response to discussion at the November Board meeting regarding the cost of some programs that the Library is now offering (e.g. Robo-Geeks), G. Cannon contacted S. Howard (Manager of Recreation Services) to discuss the Town’s process of hiring/contracting outside programmers. For programs similar to those that the Library offers, the process would be to see who in the community could provide the required services, and then interview individuals or businesses to determine who would best provide the service.
- In future, the Library will consider offering programs at a decreased cost to those unable to afford higher fees and/or provide similar program(s) at a lesser cost (e.g. Robo-Geeks/Lego Robotics).
- A. Lawlor suggested the Board undertake a discussion regarding the Library’s role and philosophy around determining program offerings. Further discussion was tabled to a later date for which G. Cannon will also be preparing a revised Board policy around programming.

7.3 Food 4 Fines-update

- G. Cannon reported that this initiative was well-received by patrons and that 829 lbs. of food were donated and approximately \$1,400 in fines were waived. There will be an announcement of the results to Council and a press release will be going out, within the next few weeks.

7.4 Amendment to Report No. LBD 2017-004 re: 2018 Holiday Closure Schedule

- G. Cannon presented an amendment to Report No. LBD 2017-004 regarding a revision to the 2018 Holiday Closure Schedule. This amendment is required to follow the legislation under the Federal Holidays Act.

Moved by T. Smith

That Report No LBD 2017-004 dated August 22, 2017 regarding the 2018 Holiday Closure schedule be amended;

AND FURTHER THAT the Halton Hills Public Library Board approves the holiday closure for Canada Day July 1st, 2018 be amended to Monday, July 2nd, 2018.

Seconded by T. Brown

11/08/17-6

CARRIED

8.0 Council Update

- T. Brown reported that Councillors had attended meetings regarding the 2018 Capital Budget.

9.0 Friends of the Library Update

- No report.

10.0 Community Connections Update

SOLS Update

- L. Hawes reported that he had attended the SOLS Trustee meeting held on November 3rd at Beamsville Public Library. At this meeting L. Hawes distributed copies of the HHPL Strategic Plan brochure to attendees, and felt that it was quite well-received. L. Hawes also noted a number of successful events held by other libraries including Guelph Pubic Library's giant booksale and Welland Public Library's all-ages music festival.
- L. Hawes distributed to the Board, copies of the FOPL Executive Director AMPLO Update (October 17, 2017)

Wenjiang Festival

- G. Cannon reported that the Wenjiang Festival events had been successful and well-attended. Programs co-sponsored by the Library were filled to capacity and received very positive feedback.

Vision Georgetown Update

- G. Cannon reported that he participated in the September 20th Draft Land-Use Concept Open House for Vision Georgetown. Feedback resulting from questionnaires at that meeting indicated that the number one choice of services that residents would like to see located in the community core was the public library. This was followed closely by places to shop and dine, and a recreation/community centre.

11.0 Financial Report

11.1 Accounts Payable

Moved by T. Brown

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$23,873.22** as detailed in the Computer Cheque Register for week **#43 DATED October 26th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

| | |
|-----------------|-----------|
| Geoffrey Cannon | \$ 78.54 |
| Danielle Dawe | \$ 69.18 |
| Lisa Hunziger | \$ 119.26 |
| Manpreet Jhand | \$ 42.84 |
| Beverley King | \$ 145.70 |
| Lee Puddephatt | \$ 199.48 |
| Sherry Farago | \$ 37.74 |

Seconded by M. Willis

11/08/17-7

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$9,889.73** as detailed in the Computer Cheque Register for week **#41 DATED October 12th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

| | |
|---------------|----------|
| Mary Baxter | \$ 37.56 |
| Beverley King | \$ 39.78 |
| Sherry Farago | \$ 25.50 |

Seconded by A. Lawlor

11/08/17-8

CARRIED

11.2 Month End Report (September)

- G. Cannon reported that the target remaining is slightly above the expected level due to grant funding that has not yet been spent, and staff away on leave. It is expected that savings from the staffing budget would be redirected to cover the cost of moving the library catalogue to the Cloud in December.
- The Month End Report was received by the Board.

12.0 New Business

12.1 Acknowledgement of the Land

- In keeping with this time of Truth and Reconciliation, M. Willis suggested that the Board adopt the practice of an Acknowledgement of the Land prior to meetings.

Discussion ensued and it was also suggested that HHPL consider a banner of acknowledgment, similar to that at the entrance to the Oakville Public Library.

- There was consensus that G. Cannon would investigate and report back to the Board regarding the correct process to have an Acknowledgment of the Land approved for use on a banner.

12.2 Report No. LBD-2017-011 re: Sierra Default Pricing

- G. Cannon presented Report No. LBD-2017-011 re: Sierra Default Pricing for Board consideration. This report recommended that the existing process for determining Default Prices be updated to reflect a more accurate price point for a range of items available at HHPL.

Moved by A. Lawlor

That Report No. LBD-2017-011 dated October 24, 2017 regarding the Schedule of Replacement Charges be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the 2017 Schedule of Replacement Charges.

Seconded by T. Smith

11/08/17-9

CARRIED

12.3 Report No. LIB-2017-012 re: Capital Reserve Request to fund Library Equipment and Software

- G. Cannon presented Report No. LIB-2017-012 re: Capital Reserve Request to fund Library Equipment and Software for Board consideration. In this report, it was requested that \$27,000 be released from the Library Capital Reserve Account to cover the cost of equipment and software for both the Acton and Georgetown branches to replace the current outdated Useful system.

Moved by M. Willis

That Report No. LIB-2017-012 regarding Capital Reserve Request to fund Library Equipment and Software in the amount of \$27,000 be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Capital Reserve Request to fund library Equipment and Software;

AND FURTHER THAT the Halton Hills Public Library Board approves that a request be made to Council to release \$27,000 from the Library Capital Reserve Account to fund Library Equipment and Software.

Seconded by T. Smith

11/08/17-10

CARRIED

12.4 Report No. LBD-2017-013 re: Board Policy Review

- G. Cannon presented Report No. LBD-2017-013 regarding the review/revision of the following Board policies:
 - Library Board Member Reimbursement
 - Library-on-Wheels Service
 - Local History and Archives
 - Lockdown Policy
 - Material Selection
 - Media Relations Policy
 - Meeting Room Policy
 - Occupational Health and Safety
 - Operational Policies
 - Planning

Moved by T. Smith

That Report No. LBD 2017-013 dated November 1, 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 T. Brown

Discussion:

- It was agreed that G. Cannon would rework the wording in the Local History and Archives policy to maintain a reference to HHPL's role in preserving these collections.

11/08/17-11

CARRIED as amended

12.5 Report No. LBD-2017-010 re: HHPL PPM Update to Article 8 Item C

- G. Cannon presented Report No. LBD-2017-010 re: HHPL PPM Update to Article 8 Item C. This report was prepared in anticipation of the passage of Provincial Bill 148 and would ensure proper calculation of public holiday pay to staff.

Moved by M. Willis

That Report No. 2017-010 dated October 24, 2017 regarding the update to the HHPL Personnel Policy Manual Article 8 Item C (pending Government of Ontario approval) be received;

AND FURTHER THAT the Halton Hills Public Library Board is informed and approves the update to the Personnel Policy Manual to reflect the Employment Standards Act as amended (pending Government of Ontario approval).

Seconded by T. Smith

11/08/17-12

CARRIED

12.6 In Camera re: Personnel item

- B. Elliott and B. King left the meeting.

Moved by L. Hawes That the meeting move In Camera

Seconded by L. Caissie

11/08/17-13

CARRIED

Moved by T. Smith

That the meeting move Out of Camera

Seconded by L. Hawes

11/08/17-14

CARRIED

- B. Elliott returned to the meeting.

Rising Report:

- The Board reported receiving information regarding the Chief Librarian's GPS evaluation.

12.7 HHPL Library Board Meeting Schedule 2018-Proposed

- B. Elliott presented the proposed schedule of Board meetings for 2018. There was consensus that the meetings be held on the proposed dates.

12.8 OLA SuperConference

- B. Elliott informed the Board that the 2018 OLA Super Conference will be held from January 31st – February 3rd. Board members interested in attending were asked to contact B. Elliott by December 13th so that registration can be made at the reduced rate. A follow-up email will be sent to the Board.

12.9 December Board Meeting

- There was consensus that the Board would meet at 6:00 p.m. for dinner in the Board Room at the Georgetown Branch on December 13th and that the meeting would commence at the regularly scheduled time of 7:00 p.m.

13.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety related incidents since the October Board meeting.

14.0 Next Meeting

Wednesday, December 13, 2017

Georgetown Branch – Board Room

7:00 p.m.

15.0 Adjournment

Moved by T. Brown

That the meeting be adjourned.

Seconded by L. Hawes

11/08/17-15

CARRIED