



**Halton Hills Public Library Board**

Wednesday, April 12, 2017

Georgetown Branch – Board Room

7:00 p.m.

**Minutes**

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

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

**Regrets:** Bett Leverette

**1.0 Declaration of Quorum**

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

**2.0 Welcome to new Board member**

- T. Smith welcomed new Board member Marilyn Willis.

**3.0 Approval of Agenda**

- Addition of New Business 13.6) Most Patriotic Town (A. Lawlor)

Moved by H. McAlpine

That the agenda be approved as amended.

Seconded by A. Currey

**04/12/17-1**

**CARRIED**

**4.0 Declaration of pecuniary interest**

- None

**5.0 Minutes**

**5.1 March 8, 2017**

Moved by T. Brown

That the Minutes of March 8, 2017 be approved.

Seconded by L. Caissie

**04/12/17-2**

**CARRIED**

**5.2 In Camera March 8, 2017**

Moved by L. Caissie

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

Seconded by M. Kindbom

**04/12/17-3**

**CARRIED**

## **6.0 Consent Agenda**

Moved by H. McAlpine

That Consent Agenda items:

- 6.1** Independent article (Mar. 17, 2017) re: Canada 150 library cards
- 6.2** New Tanner article (Mar. 16, 2017) re: "Halton Hills' Mayor Rick Bonnette launches..."
- 6.3** Independent article (Mar. 23, 2017) re: "Georgetown couple shares Citizen of the..."
- 6.4** New Tanner article (Mar. 23, 2017) re: "Halton Hills Library receives provincial..."
- 6.5** Independent article (Mar. 30, 2017) re: "Caddystacks 2 makes way into Halton Hills..."
- 6.6** Independent photo (Apr. 6, 2017) re: "Caddystacks 2017"

be approved.

Seconded by L. Hawes

**04/12/17-4**

**CARRIED**

## **7.0 Correspondence**

- 7.1** Letter from Ted Arnott, MPP (Mar. 3, 2017) re: Minister's Award for Innovation
  - G. Cannon noted that this letter from Mr. Arnott, MPP, had been received to congratulate the Library on winning the Minister's Award for Innovation at the recent OLA Super Conference. This award was given in recognition of HHPL's sustainable wooden library card initiative.
  - Correspondence was received by the Board.

## **8.0 Business Arising**

- 8.1** Economic Impact Study
  - In response to discussion at the March Board meeting, G. Cannon reported that the Toronto Public Library had not renewed their 2012 Economic Impact Study and that HHPL's similar 2013 study will be renewed in 2018. J. Diamanti noted that for library application purposes, M. Querques, HHPL's Financial Analyst, had developed a simplified spreadsheet for the study methodology calculations which was designed by the Rotman School of Business. This spreadsheet is now being used by many libraries across Canada.

## **9.0 Council Update**

- T. Brown thanked T. Smith for providing an informative presentation of HHPL's 2016 Year in Review to Council on April 10<sup>th</sup>. G. Cannon also thanked those Board members who were able to attend this presentation.

## **10.0 Friends of the Library Update**

- G. Cannon reported that the Caddystacks fundraising event held on April 1<sup>st</sup> had been well-attended and that the total amount raised will be announced at the Friends of the Library Annual General Meeting to be held on Thursday, April 20<sup>th</sup>. It was noted that this year, the Royal Bank had been a major sponsor with their donation of \$1,000, and had also provided a number of volunteers who helped out during the daytime event.

## **11.0 Community Connections Update**

- G. Cannon reported:
  - On May 3<sup>rd</sup>, he would be participating in McDonald's McHappy Day by volunteering at the Georgetown McDonald's location. Mary Land, Acton Branch Librarian, will be volunteering at their Acton location.
  - The Library's PrintOn service has been soft-launched at the Acton Branch. This new service gives patrons the ability to store print jobs in the "Cloud" and then come into the Acton Branch to print out. There is no additional cost to patrons who pay only the regular printing fee of \$.25 per page. It is hoped that this service will be available at the Georgetown Branch by this summer.
  - On May 1<sup>st</sup> and 2<sup>nd</sup> G. Cannon will be attending the Ontario 2017 Community Hubs Summit in Toronto.
- A. Lawlor commended A. Crawley for her help this afternoon at the Acton Branch. Ms. Crawley provided excellent customer service helping a new Syrian family get library cards and touring them around the branch.

## **12.0 Financial Report**

### **12.1 Accounts Payable**

Moved by L. Caissie

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$60,491.52** as detailed in the Computer Cheque Register for **\$48,017.38** in week #13 DATED March 30<sup>th</sup>, 2017 and the VISA purchases statement for the month of **FEBRUARY 2017** for **\$12,474.14** have been examined and are hereby approved for payment, including expenses for the following employees:

Hayley Green	\$ 27.95
Sarah Ziolkowska	\$ 14.42

Seconded by L. Hawes  
**04/12/17-5**

**CARRIED**

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$11,765.45** as detailed in the Computer Cheque Register for week

**#11 DATED March 16<sup>th</sup>, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Alison Crawley	\$ 73.30
Douglas Davey	\$ 27.10
Jane Diamanti	\$ 27.12
Clare Hanman	\$ 30.09
Lisa Hunziger	\$ 65.28
Mary Pires	\$ 40.96
Sherry Farago	\$ 20.91
Marie Vickery	\$ 82.11
Sarah Ziolkowska	\$ 14.42

Seconded by A. Currey  
**04/12/17-6**

**CARRIED**

### **12.2** Month End Report

- G. Cannon reported that spending is at the expected level. It was noted that total revenues are slightly ahead of budget due to the receipt of grant funding from the Province's Capacity to Build program, the Community Foundation of Halton North, and the remaining 2016-2017 portion of the New Horizons for Seniors grant. Salaries, wages and benefits are slightly under budget due to staff on leave.
- The Month End Report was received.

## **13.0** New Business

### **13.1** 2017 Board Objectives-draft

- G. Cannon presented draft suggestions for the 2017 Board Objectives. The Board then discussed each suggestion in relation to the new Strategic Plan. It was agreed that G. Cannon would incorporate the discussed changes into the draft document and then it would be posted to Board's dropbox for additional comments/review. Further discussion and the finalizing of objectives will take place at the May Board meeting.

### **13.2** HHPL Partnership Plan

- G. Cannon discussed that the current Partnership Plan was last updated in January 2016 and relates to the Interim Strategic Plan that was in place at that time. The Library's Leadership Team will be reviewing this plan with respect to the new Strategic Plan to see how it can be expanded and revised. In particular, they will be exploring expanding youth and cultural services partnerships.
- G. Cannon asked that any comments/suggestions be forwarded to him via e-mail.

**13.3 Report: Meeting Room Fees**

- G. Cannon presented the proposed 2017/2018 meeting room fees for Board consideration. It was noted that this year the Town did not change their rates for similar-sized rooms and therefore, no changes to the Library's rates were proposed.

Moved by H. McAlpine

That the Board approve the 2017/2018 Meeting Room Fee Schedule as presented.

Seconded by M. Willis

**04/12/17-7**

**CARRIED**

**13.4 Board Representation on the Friends of the Library**

- G. Cannon explained that traditionally the Board has provided a representative to the Friends of the Library and asked if any Board members would be willing to fill this role.
- M. Kindbom volunteered to act as the Board representative on the Friends of the Library.

**13.5 HR Training for Board Members (HR Downloads)**

- G. Cannon explained that as volunteers for the Town of Halton Hills, all Board members are required to complete HR training. All sessions can be done online through the HR Downloads website. M. Querques will be forwarding an email to each Board member to provide information on how to access their required sessions.

**13.6 Most Patriotic Town**

- A. Lawlor reported that the Halton Hills Chamber of Commerce is encouraging Town residents and businesses to fly the Canadian flag on July 1<sup>st</sup>, in a bid to be named Canada's most patriotic town. Flags will need to be registered on the Chamber's website and an official count will take place on July 1<sup>st</sup>.
- On behalf of the Chamber, A. Lawlor asked if garden flags could be made available through both library branches during May and June. The Chamber is suggesting a \$2 donation for each garden flag. Proceeds will be used to offset the cost of the flags and to install permanent flag poles in community parks.
- G. Cannon noted that as part of the Library's Display Policy, the only donation box that the Library has allowed is for Remembrance Day poppies.

Moved by H. McAlpine

That a one-time exception to the Library's Display Policy be made to allow the distribution of garden flags at both branches, for the "Most Patriotic Town" challenge in celebration of Canada 150.

Seconded by M. Kindbom

**04/12/17-8**

**CARRIED**

**14.0 Health & Safety Report**

- G. Cannon reported that there had be no Health & Safety issues since the March 8, 2017 Board meeting.

**15.0 Commissioner of Community Services' Report**

**15.1 Cultural Services Update**

- J. Diamanti reported:
  - The new Cultural Development Coordinator, Catherine McLeod, has been hired by the Town. This is a part-time contractual position for three days per week. C. McLeod's duties will include:
    - Overseeing the work of The Planning Partnership (consultants) in developing the Public Art Master Plan. This plan will inventory all existing public art, identify and prioritize new public art sites on Town-owned land, and recommend installations that will complement and enhance these sites. They will also consider opportunities to incorporate public art into upcoming capital projects.
    - Establishing the Public Art Advisory Board. This Board will provide feedback to the consultants and propose installations in 2019 for Council's approval.
    - Meeting with the Library and Cultural program planners to review upcoming programs, provide feedback and marketing support.
    - Acting as Chair of Culture Days Committee.
    - Developing the schedule of events for the Wenjiang Festival to be held in Halton Hills at the end of October.
  - Town-led activities for Canada 150 celebrations have been confirmed and now appear on the Town's website. Currently, the most prominent activity is the challenge to do "3 Things for Halton Hills".

**16.0 Next Meeting**

Wednesday, May 10, 2017  
Georgetown Branch – Board Room  
7:00 p.m.

**17.0 Adjournment**

Moved by A. Currey  
Seconded by L. Hawes

That the meeting be adjourned.

**04/12/17-9**

**CARRIED**

The meeting adjourned at 8:35 p.m.