



Halton Hills Public Library Board

Wednesday, January 11, 2017

Georgetown Branch – Board Room

7:00 p.m.

Minutes

Present: Ted Brown, April Currey, Larry Hawes, Ann Lawlor, Bett Leverette (Chair),
Karen Payton, Tamara Smith,

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

Regrets: Heather McAlpine

Guests: Anne MacKay, Anne MacKay Consulting (7:00pm)
Marian Pitters, Pitters Associates (8:00pm)

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

- B. Leverette requested that the guest speakers (including time of presentation) be noted under New Business on the agenda.

Moved by T. Smith

That the agenda be approved as amended.

Seconded by A. Currey

01/11/17-1

CARRIED

Presentation by Anne MacKay re: Annual Giving Plan Framework

- G. Cannon introduced Anne MacKay, who has an extensive background in the charitable-sector and provides consulting services to various organizations that are interested in fundraising.
- A. MacKay provided an overview of the fundraising and annual giving program framework that she developed for HHPL. In presenting her findings and recommendations, Ms. MacKay noted that while Town Council is very supportive of the Library's requests for core funding, additional funding for enhancements can greatly improve the patron's experience. At the present time, most of the donations received by the Library are unsolicited and the development of a formal fundraising program would allow the Library to respond to requests for enhancements as they arise.

A. MacKay recommended that initially, HHPL should consider focusing efforts on three areas:

- 1) Build a fundraising infrastructure:
 - This would involve the introduction of a database to effectively track, acknowledge and recognize donors.
- 2) Re-connect with past donors including those from the previous capital campaign:
 - Time spent renewing relationships with past donors would hopefully provide a basis for their continued and future support.
- 3) Invite the local community to support new initiatives for the Library:
 - Begin building of a stewardship program that would attract financial contributions as the need for additional support arises.

A. MacKay then provided details around different types of fundraising, how to approach potential donors and the basic infrastructure that would be necessary to maintain a formal program.

- B. Elliott will provide the Board with online access to A. MacKay's full report.

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of December 14, 2016

Moved by T. Brown

That the Minutes of December 14, 2016 be approved.

Seconded by A. Currey

01/11/17-2

CARRIED

5.0 Consent Agenda

Moved by T. Smith

That Consent Agenda items:

5.1 Independent article (Dec. 15, 2016) re: "Annual Mayor's Luncheon casts..."

5.2 Star Touch article: "The Non-Fictional Health Benefits of Fiction"

be approved.

Seconded by K. Payton

01/11/17-3

CARRIED

6.0 Correspondence

- None (Note: item noted on the agenda was withdrawn by G. Cannon)

7.0 Business Arising

7.1 Board Vacancies-update

- J. Diamanti reported that four candidates will be interviewed on January 17th for the two vacant positions. Council will then need to ratify the interview committee

recommendations. It is hoped that the new Board members will be approved in time for the March Board meeting.

Presentation by Marian Pitters re: HHPL 2017-2022 Strategic Plan

- M. Pitters provided an update on the progress of the development of the new Strategic Plan and reviewed her draft report regarding the stakeholder consultations that were conducted in November 2016. The consultation process involved meetings with patrons, Library and Town staff, and leaders, as well as community stakeholders representing a broad range of ages and interests. At the same time, a patron and resident survey available both in branch and online was conducted.

In general, stakeholders expressed that they are pleased with the direction HHPL has taken and that it is meeting the needs of residents, i.e. people are proud of the Library and like to bring their families and visitors to the Library. It was also noted that stakeholders recognize that with the expected changes and development in the future, the Library has great potential and to be a “key player” in contributing services that would enhance community growth and development.

M. Pitters provided a detailed summary of the responses and related discussions to the questions asked during the sessions and outlined the resulting five draft recommendations:

1. Focus on leading-edge services that will prepare residents to thrive in a growing and diversifying Halton Hills.
 2. Engage residents with welcoming, sustainable gathering spaces and relevant, convenient resources that are magnets for enriching their time-crunched lifestyles.
 3. Develop innovative partnerships that strengthen the library’s capacity to reach out to more diverse residents in various urban/rural locations, especially those that will be new to the expanding Town.
 4. Encourage the development of staff capabilities that will ensure the library’s customer service culture continues as innovative services and technology platforms emerge.
 5. Act as a catalyst for building the Halton Hills that residents imagine for 2022 – the best place to live in Canada.
- J. Diamanti suggested that Councillors may also be interested in elements of the stakeholder analysis, in particular, what people are envisioning for the community and the Library’s role in that vision. A. Lawlor responded that she expected Council would find value in this information as it would relate to the “bigger scheme” (e.g. Vision Georgetown, Town’s Strategic Plan).
 - Work with the Planning Team will continue and the Board approved Strategic Plan will be presented to Council.

8.0 Council Update

- No report

9.0 Friends of the Library Update

- No report

10.0 Community Connections Update

- J. Diamanti reported that the official opening of the “Canadians in Chengdu” exhibit in the Helson Gallery will be held on Saturday, January 14th. The exhibit will run from January 11 – February 26, 2017.
- G. Cannon distributed copies of the Early Literacy Booklet which was produced by HHPL Children’s and Youth Services staff. The purpose of this booklet is to emphasize the importance of early literacy and the HHPL programs that support early learning.

11.0 Financial Report

11.1 Accounts Payable

Moved by A. Lawlor

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$14,157.48** as detailed in the Computer Cheque Register for week **#1 DATED January 5th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Danielle Dawe	\$ 32.58
Jane Diamanti	\$ 3.06
Vicki Firth	\$ 55.96
Lisa Hunziger	\$ 47.94
Christine Otto	\$ 162.76
Mary Pires	\$ 73.31
Andrea Schiller	\$ 165.00
Marie Vickery	\$ 18.36

Seconded by K. Payton

01/11/17-4

CARRIED

11.2 Month End Report (November)

- G. Cannon reported that spending is at the expected level and that there may be a slight surplus (less than 1%) at year end.
- The Month End Report was received by the Board.

12.0 New Business

12.1 Presentation by Anne MacKay re: Fundraising Plan for HHPL (7:00pm)

- See above.

12.2 Presentation by Marian Pitters re: Strategic Plan (8:00pm)

- See above.

13.0 Health & Safety Report

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

14.0 Commissioner of Community Services' Report

14.1 Cultural Services Update

- J. Diamanti reported that the position of part-time Cultural Development Coordinator will soon be posted on the Town's website. This person will also support the Library by providing input on programming done in partnership with the Cultural Centre.
- J. Diamanti noted that her GPS document has been posted in the Board's Dropbox for review and comment prior to In-Camera discussions at the February Board meeting.
- G. Cannon noted that his GPS document will also be added for review by the end of this week.

15.0 Next Meeting

Wednesday, February 8, 2017
Georgetown Branch-Board Room
7:00 p.m.

16.0 Adjournment

Moved by A. Lawlor
Seconded by T. Smith

01/11/17-5

The meeting adjourned at 9:10 p.m.

That the meeting be adjourned.

CARRIED