

Halton Hills Public Library Board
Wednesday, June 14, 2017
Georgetown Branch – Board Room
7:00 p.m.
Minutes

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

Staff Present: Barb Elliott (Recorder), Beverley King, Suzy Mackie

Guest: Jane Diamanti

Regrets: Geoff Cannon, Ann Lawlor

1.0 Declaration of Quorum

- B. Leverette declared that a quorum was present and called the meeting to order at 7:05 p.m.

2.0 Approval of Agenda

- Addition to Financial Report item 11.2) May Month End Report
- Addition of New Business item 12.4) Staffing Announcement

Moved by H. McAlpine

That the agenda be approved as amended.

Seconded by A. Currey

06/14/17-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 May 10, 2017

Moved by H. McAlpine

That the Minutes of May 10, 2017 be approved.

Seconded by L. Caissie

06/14/17-2

CARRIED

4.2 In Camera May 10, 2017

Moved by T. Smith

That the In Camera Minutes of May 10, 2017 be approved.

Seconded by H. McAlpine

06/14/17-3

CARRIED

5.0 Consent Agenda

- Item 5.2 was removed for discussion (B. Leverette)

Moved by A. Currey

That Consent Agenda items:

5.1 2017 Board Objectives-Final

5.3 New Tanner article (May 25, 2017) re: "Pedestrian bridge closed for too long"

be approved.

Seconded by T. Smith
06/14/17-4

CARRIED

5.2) Information re: Locked in the Library Program

- B. Leverette requested clarification of when this program is being offered. B. King responded that there are multiple dates and times available for patrons to participate in this new family program. Patrons can view availability and register by accessing the Library's catalogue. B. King noted that promotion of this popular program was included in the summer edition of Wordsworth, and also through HHPL's social media channels. S. Mackie added that advertising through a banner on the main page of the HHPL website has been very effective.

Moved by T. Smith

That Consent Agenda item:

5.2 Information re: Locked in the Library

be approved.

Seconded by H. McAlpine
06/14/17-5

CARRIED

6.0 Correspondence

6.1 Letter from Ted Arnott, MPP (May 26, 2017) re: Seniors Community Grant Program

- Correspondence was received.

7.0 Business Arising

7.1 Report: Food 4 Fines

- B. King presented Report No. LBD-2017-002 re: Food 4 Fines for Library Board consideration.

Moved by T. Brown

That Report No. LBD-2017-002 dated June 1, 2017 regarding the Food 4 Fines program be received;

AND FURTHER THAT the Halton Hills Public Library Board approves for 2017 only, an amnesty period for fines in exchange for food items to be donated to the Acton Foodshare and Georgetown Bread Basket during Ontario Public Library Week 2017 (October 15-21, 2017);

AND FURTHER THAT the Halton Hills Public Library Board directs staff to report back on the results of the fines amnesty program.

Seconded by A. Currey
06/14/17-6

CARRIED

- Being that this program was approved as a one-time initiative for 2017, and in order to avoid perceived bias to any future requests, the Board recommended that G. Cannon develop a report to outline the specific criteria for determining which charities would be eligible for HHPL support in the future.

Moved by L. Caissie

That Motion **06/14/17-6** be amended to include that the

implementation scenario for this program will be determined by Library Staff.

Seconded by M. Willis
06/14/17-7

CARRIED

7.2 In Camera re: Personnel Issue

- B. Elliott, B. King and S. Mackie left the meeting.

Moved by T. Smith
Seconded by M. Willis
06/14/17-8

That the meeting move In Camera.

CARRIED

Moved by T. Smith
Seconded by T. Brown
06/14/17-10

That the meeting move Out of Camera.

CARRIED

- B. Elliott, B. King and S. Mackie rejoined the meeting.

Rising Report:

- The Board received additional information regarding proposed changes concerning Town of Halton Hills staff restructuring.
- Motion **06/14/17-9** was passed regarding the contract for the Chief Librarian.

8.0 Council Update

- T. Brown reported that Council has recently been focusing on transportation issues and development of the Memorial Arena property. It is expected that in the future, both of these items may have an impact on library usage.

9.0 Friends of the Library Update

- M. Kindbom reported:
 - The Johnny Bower book signing event in support of the Acton Reading Deck will take place on Saturday, June 24th in the Helson Gallery.
 - In an effort to increase support and membership from the Acton community, the Friends will be investigating how to improve the visibility of their Acton Branch kiosk.
 - The next meeting of the Friends will be held on June 20th in the Georgetown Branch Boardroom. The Executive is also hoping to hold some of their future meetings in the Community Room of the Acton Branch.

10.0 Community Connections Update

- A. Currey reported that she has noticed many positive posts about the library on the "Georgetown Mommies" Facebook page.
- B. King noted that the flags available at the Library for the Chamber of Commerce Most Patriotic Town Challenge have been very popular and that the Chamber has replenished our supply a number of times. T. Brown noted that a flag previously flown on the Peace Tower has been raised at Dominion Gardens. This flag was donated by Councillor Bob Inglis.

11.0 Financial Report

11.1 Accounts Payable

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch

Libraries in the amount of **\$18,989.22** as detailed in the Computer Cheque Register for week **#19 DATED May 11th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Alison Crawley	\$ 37.74
Clare Hanman	\$ 20.40
Mary Land	\$ 118.65
Sarah Ziolkowska	\$ 50.00

Seconded by Heather McAlpine
06/14/17-11

CARRIED

Moved by L. Caissie

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$12,877.80** as detailed in the Computer Cheque Register for week **#17 DATED April 27th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Geoffrey Cannon	\$ 163.08
Jane Diamanti	\$ 21.04
Vicki Firth	\$ 36.24
Darlene Green	\$ 33.16
Hayley Green	\$ 18.89
Michelle Gulyas	\$ 25.00
Lisa Hunziger	\$ 79.97
Beverley King	\$ 75.23
Mary Pires	\$ 22.99
Sherry Farago	\$ 20.91
Marie Vickery	\$ 82.11
Sarah Ziolkowska	\$ 14.42

Seconded by M. Willis
06/14/17-12

CARRIED

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$11,311.91** as detailed in the Computer Cheque Register for week **#23 DATED June 8th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Danielle Dawe	\$ 32.08
Vicki Firth	\$ 63.42
Krista Harkins	\$ 432.16

Seconded by L. Caissie
06/14/17-13

CARRIED

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$20,484.49** as detailed in the Computer Cheque Register for week **#21 DATED May 25th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Geoffrey Cannon	\$ 26.52
Alison Crawley	\$ 44.88
Elizabeth Debowy	\$ 42.97
Lisa Hunziger	\$ 43.56
Beverley King	\$ 47.43
Sherry Farago	\$ 22.95
Andrea Schiller	\$ 193.33
Kate Sims	\$ 432.16
Marie Vickery	\$ 75.74

Seconded by T. Smith
06/14/17-14

CARRIED

11.2 Month End Report (April, May)

- B. King reported that spending is at the expected level. It was noted that the small overall variance is primarily due to grant funding that has been received and not yet spent, and that room rentals have increased more than expected. The Salaries, Wages and Benefits accounts are slightly under budget due to staff on leave.
- The Month End Reports for April and May 2017 were received.

12.0 New Business

12.1 Presentation: HHPL: The Distinctive Experience...A Tool for Advocacy

- S. Mackie reviewed the draft presentation prepared for Board members for use when invited to provide information about the Library to community groups and organizations in Halton Hills. In providing these presentations, Board members would be fulfilling a goal of the Board Advocacy Committee; to build relationships in the community and provide an understanding of the role, relevance and value of the library. Building this understanding in the community will assist in positively positioning the library to secure sufficient and stable support for core services and strategic objectives.
- S. Mackie will incorporate suggested revisions into the final draft. The revised PowerPoint and speaking notes will be posted on Dropbox for Board review.

12.2 Fundraising-update

- S. Mackie updated the Board on the status of current fundraising initiatives:
 - Work with Anne MacKay (Anne MacKay Consulting) regarding development of an annual giving program for HHPL is almost complete. Three areas of focus have been identified for the first year of program development for HHPL:
 - Building of the fundraising infrastructure – This will ensure the Library’s ability to effectively welcome, track and honour donors. Fundraising software has been purchased for this purpose.

- Re-connecting with donors from the previous capital campaign – This is a natural time to renew the relationship with previous donors and be welcoming of continued connections.
- Inviting the local community to support new (specific) initiatives for the Library – As opportunities for further visionary work grow, so will the need to attract more financial support.
- Additional initiatives:
 - To make regular donations easier, a Donate button will be added to the HHPL website homepage. As well, a new, dedicated webpage will be added to inform donors of how donations are used and the impact they have on library services.
 - Donation campaigns will run strategically throughout the year using social media, the website and Eblasts (mini-newsletters).

12.3 Report: Esquesing Historical Society Partnership Agreement

- B. King presented for Board consideration, Report No. LBD-2017-001 concerning the updated agreement between the Halton Hills Public Library Board and the Esquesing Historical Society (EHS). In addition, the Board was asked to consider removing Appendix 14 from the HHPL Board Policy Manual, as this agreement is inconsistent with other policy manual content.

Moved by T. Brown

That Report No. 2017-001 dated June 1, 2017 regarding the Updated Agreement between the Halton Hills Public Library Board and Esquesing Historical Society be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Updated Agreement between the Halton Hills Public Library Board and the Esquesing Historical Society;

AND FURTHER THAT the Halton Hills Public Library Board authorize the Board Chair and Chief Librarian to sign the Updated Agreement between the Halton Hills Public Library Board and the Esquesing Historical Society;

AND FURTHER THAT the Halton Hills Public Library Board removes Appendix 14 and any references to Appendix 14 from the Library Board Policy Manual.

Seconded by H. McAlpine
06/14/17-15

CARRIED

12.4 Staffing Announcements

- B. King reported:
 - Marie Vickery will be retiring after many years of dedicated service with HHPL, primarily in the area of Children's and Youth programming.
 - Margot LaFrance will be moving into the position of Library Technician from her previous position as Library Aide.

13.0 Health & Safety Report

- B. King reported that there had been no Health & Safety issues reported since the May Board meeting.

14.0 Next Meeting

Wednesday, September 13, 2017

7:00 p.m.

Georgetown Branch-Board Room

15.0 Presentation to Jane Diamanti

- B. Leverette, on behalf of the Library Board, thanked J. Diamanti for her leadership and service as Director of Library Services over the past 15 years and presented flowers as a token of appreciation. J. Diamanti responded by thanking the Board and Library Staff for their support and teamwork during her time at HHPL.

16.0 Adjournment

Moved by A. Currey

Seconded by L. Hawes

06/14/17-16

The meeting adjourned at 9:10 p.m.

That the meeting be adjourned.

CARRIED