

**Halton Hills Public Library Board**

Wednesday March 8, 2017

Acton Branch – Community Room

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Larry Hawes, Matt Kindbom, Ann Lawlor,  
Bett Leverette (Chair), Karen Payton, Tamara Smith

**Staff Present:** Geoff Cannon, Douglas Davey, Jane Diamanti, Barb Elliott (Recorder),  
Clare Hanman, Beverley King, Mary Land, Suzy Mackie

**Regrets:** April Currey, Heather McAlpine

**Guest:** Marian Pitters, Pitters Associates

**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 Welcome to New Board Members**

- B. Leverette welcomed new Board members Lisa Caissie and Matt Kindbom.

**3.0 Approval of Agenda**

- Addition of New Business 14.3) Year in Review Report (G. Cannon)

Moved by T. Brown

That the agenda be approved as amended.

Seconded by K. Payton

**03/08/17-1**

**CARRIED**

**4.0 Declaration of pecuniary interest**

- None

**5.0 Presentation of Strategic Plan by Marian Pitters**

- Marion Pitters provided a detailed presentation of the Library's new 2017-2022 Strategic Plan. Ms. Pitters also presented a summary review of the stakeholder consultations, which provided valuable information regarding the services that patrons and HHPL's community partners feel will be important over the next five years. It was noted that this new Strategic Plan is focused on change, not maintaining the status quo. The Library's Vision and Mission have been revised and are supported by the clearly defined primary values of stellar

service, intellectual freedom, innovation, partnership, building community and staff development.

M. Pitters outlined the four Strategic Outcomes that will be the areas of focus over the next five years, and discussed the goals that would ensure the Outcomes are in place by 2022.

Strategic Outcomes:

- A. Connected community that is culturally-enriched by population growth and increased diversity.
- B. Engaged key audiences through services focused on their needs and interests.
- C. Increased awareness of the Library's value and relevance to residents.
- D. Outstanding staff, leaders, processes and technology that maximize the Library's potential.

Discussion:

- Under Outcome C, one of the goals identified the "local cultural sector" as an area of focus for HHPL; J. Diamanti noted that this does not exclude other sectors, but places an emphasis on the Library contributing to the cultural sector, which is an emerging area of focus in Halton Hills. HHPL will continue to build and maintain the strong connections to the small business, educational and other sectors that have been developed over the past several years.
- M. Pitters explained that while education is not specifically named as an area of focus it is implied in both the Mission and Vision statements, by the library being the place where patrons can learn and explore. The Library is distinguishing itself from educational institutions by being a place where individual development can be explored through a number of traditional and non-traditional paths.
- It was noted that with respect to the Vision Georgetown project, detailed planning for a new library branch will be included in the next strategic plan beginning in 2022.

Moved by T. Brown  
Seconded by T. Smith

That the 2017-2022 Strategic Plan be approved.

**03/08/17-2**

**CARRIED**

**6.0 Minutes of February 8, 2017**

Moved by T. Smith  
Seconded by T. Brown

That the Minutes of February 8, 2017 be approved.

**03/08/17-3**

**CARRIED**

**7.0 Consent Agenda**

- Items removed for discussion:
  - 7.1) Year-End Report (L. Caissie)
  - 7.1a) Top 10 Accomplishments of 2016 (A. Lawlor)
  - 7.2) Performance Indicators-2016 Fourth Quarter (L. Caissie)

Moved by A. Lawlor

That Consent Agenda items:

- 7.3 New Tanner article (Feb. 16, 2017) re: "New direction in youth services programming"
- 7.4 New Tanner article (Feb. 16, 2017) re: "Halton Hills Public Library wins Minister's ..."
- 7.5 New Tanner article (Feb. 16, 2017) re: "Mayor's Corner"
- 7.6 Independent photo (Feb. 23, 2017) re: "Head for the Hills"
- 7.7 Toronto Star article (Mar. 5, 2017) re: "Pickering residents borrow Internet..."

be approved.

Seconded by K. Payton

**03/08/17-4**

**CARRIED**

#### 7.1) Year-End Report

- In view of lower than expected attendance for the children's movie series, T. Smith asked if this program would be continuing. D. Davey responded that this particular movie series has been cancelled and will be replaced with another program which is currently under development.

#### 7.1a) Top 10 Accomplishments of 2016

- G. Cannon identified and highlighted the Library's major accomplishments of 2016 which included: Sustainable library cards, first phase of the new Strategic Plan, University of Guelph Lecture Series, Library Materials RFP, introduction of eCommerce for payments, Places and Spaces survey, Let's Talk Science children's program, OnStage Family Performance Series, Firefighter Storytimes, participation in Pokémon Go.

#### 7.2) Performance Indicators-2016 Fourth Quarter

- D. Davey reported that the decrease in the children's summer program attendance have been attributed to technical problems with the new software program. In 2017, attendance will revert to a manual count. It is hoped that software that is more user-friendly can be found for future years. B. King noted that the same software problems were encountered with the Adult and Teen summer reading programs.
- L. Caissie asked if any information is collected around the library's Wi-Fi usage. C. Hanman responded that Wi-Fi statistics could be gathered, and will provide G. Cannon with information on what types of tracking our system could provide.
- B. Leverette asked that the 2015 Economic Impact Study be provided to L. Caissie and M. Kindbom. B. Elliott will forward this information.

T. Smith suggested that the Economic Impact Study be redone in 2017. G. Cannon will explore having this study updated.

Moved by A. Lawlor

That Consent Agenda items:

- 7.1) Year-End Report
- 7.1a) Top 10 Accomplishments of 2016
- 7.2) Performance Indicators-2016 Fourth Quarter

be approved.

Seconded by T. Smith

**03/08/17-5**

**CARRIED**

## **8.0 Correspondence**

**8.1** Letter (Mar. 1, 2017) to S. Sopinka re: Parking Issues

**8.2** Letter (Mar. 1, 2017) to E. Gogan re: Parking Issues

- G. Cannon reviewed the letters sent to neighbouring residents in response to parking concerns. Town staff has studied the traffic patterns on Market St. and is having customized signage produced. As well, asphalt painting of designated no-parking areas will take place in the spring.

D. Davey, C. Hanman, B. King, M. Land and S. Mackie left the meeting.

## **9.0 Business Arising**

**9.1** In Camera re: HHPL Succession Plan

Moved by K. Payton

That the meeting move In Camera.

Seconded by T. Smith

**03/08/17-6**

**CARRIED**

Moved by T. Smith

That the meeting move Out of Camera.

Seconded by K. Payton

**03/08/17-8**

**CARRIED**

### Rising Report:

- The Board reported that **In Camera motion 03/08/17-7** was passed to approve the HHPL Succession Plan.

## **10.0 Council Update**

- T. Brown reported that the McGibbon condominium project had been approved.
- It was noted that the Recreation and Parks Department would be providing some additional programming to help mitigate the effect of the upcoming closures of the youth centres. G. Cannon noted that the Library is an active participant on the Town's Youth Services Network Steering Committee, and will also be exploring additional programming opportunities.

**11.0 Friends of the Library Update**

- G. Cannon reminded the Board that the fundraising event “Caddystacks” featuring indoor mini-golf and a silent auction, will be taking place on Saturday, April 1<sup>st</sup>.

**12.0 Community Connections Update**

- M. Kindbom suggested that the Library may want to consider a program where the recently arrived Syrian families could speak about their experiences.

**13.0 Financial Report**

**13.1 Accounts Payable**

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$22,592.10** as detailed in the Computer Cheque Register for **\$19,960.10** in week #7 DATED February 16<sup>th</sup>, 2017 and the issuance of a **bank draft** for **\$2,632.00 US funds**. These reports have been examined and are hereby approved for payment. This includes expenses for the following employees:

Geoffrey Cannon	\$ 107.31
Danielle Dawe	\$ 69.74
Vicki Firth	\$ 39.72
Clare Hanman	\$ 44.37
Mary Pires	\$ 38.00
Marie Vickery	\$ 46.41

Seconded by K. Payton  
**03/08/17-9**

**CARRIED**

Moved by L. Caissie

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$37,168.40** as detailed in the Computer Cheque Register for **\$24,818.46** in week #9 DATED March 2<sup>nd</sup>, 2017 and the **VISA** purchases statement for the month of **JANUARY 2017** for **\$12,349.94** have been examined and are hereby approved for payment, including expenses for the following employees:

Alison Crawley	\$ 136.40
Evan Golding	\$ 25.00
Lisa Hunziger	\$ 34.68
Manpreet Jhand	\$ 57.12

Seconded by L. Hawes  
**03/08/17-10**

**CARRIED**

**13.2 Month End Report (Preliminary Year-end)**

- G. Cannon reported that the preliminary year-end report is showing that spending is on target and it is expected that the final amount remaining will be less than one percent. This very small surplus is primarily due to unexpected staff leaves and illness during the past year.
- The Preliminary Year-end Report was received by the Board.

**14.0 New Business**

**14.1 Library Personnel Policy Manual (PPM) Revisions**

- G. Cannon presented the draft revised Library Personnel Policy Manual for Board consideration. It was noted that an explanation for all policy changes was provided in Appendix A of the report, and that the majority of changes were made in order to reflect the Town's PPM, which was updated in June 2016.

Moved by T. Smith

That the revised Library Personnel Policy Manual be approved as presented.

Seconded by T. Brown

**03/08/17-11**

**CARRIED**

**14.2 In Camera re: Identifiable Property**

Moved by L. Hawes

That the meeting move In Camera.

Seconded by L. Caissie

**03/08/17-12**

**CARRIED**

Moved by L. Hawes

That the meeting move Out of Camera.

Seconded by T. Smith

**03/08/17-13**

**CARRIED**

Rising Report:

- The Board reported receiving additional information regarding an ongoing legal action with respect to an identifiable property.

**14.3 Year in Review Report**

- G. Cannon distributed the draft Year in Review Report and asked that the Board review this information and send any feedback to him via e-mail by March 15<sup>th</sup>.
- There was consensus that this report would be presented to Council by Tamara Smith at their April 10<sup>th</sup> meeting.

**15.0 Health & Safety Report**

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

**16.0 Commissioner of Community Services' Report**

**16.1 Cultural Services Update**

- Due to time, J. Diamanti agreed to provide a written report to the Board via email.  
(Note: see attached)

**17.0 Next Meeting**

Wednesday, April 12, 2017

Georgetown Branch – Board Room

7:00 p.m.

**18.0 Adjournment**

Moved by T. Brown

That the meeting be adjourned.

Seconded by L. Hawes

**03/08/17-14**

**CARRIED**

The meeting adjourned at 9:10 p.m.