

Halton Hills Public Library Board

Wednesday, May 10, 2017

Georgetown Branch-Board Room

7:00 p.m.

Minutes

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

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

Regrets: April Currey, Marilyn Willis

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 Approval of Agenda

- Addition of New Business 12.4) Food 4 Fines (G. Cannon)

Moved by L. Hawes

That the agenda be approved as amended.

Seconded by H. McAlpine

05/10/17-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of April 12, 2017

Moved by H. McAlpine

That the Minutes of April 12, 2017 be approved.

Seconded by T. Brown

05/10/17-2

CARRIED

5.0 Consent Agenda

- Items 5.1 and 5.2 were removed for discussion (A. Lawlor).

Moved by L. Caissie

That Consent Agenda item:

5.3 IFP.ca article (Apr. 27, 2017) re: "Halton Hills has a plan-a
\$100,000 Public Art..."

be approved.

Seconded by H. McAlpine

05/10/17-3

CARRIED

5.1) First Quarter Report and 5.2) Key Performance Indicators

- A. Lawlor asked if the way circulation statistics are reported is still relevant or if a different type of analysis is now needed. G. Cannon responded that the Ministry of Tourism, Culture and Sport requires libraries to collect these statistics. G. Cannon also noted that declining circulation statistics have been noted by many libraries, although with respect to the current statistics, it was recently found that reporting by Tumblebooks, the provider for children's e-books, had experienced a problem with their authentication process between September 2015 and June 2016. This resulted in a perceived 'spike' in usage during this time. Corrected numbers now indicate that HHPL's overall year-to-date circulation for 2017 has increased by one percent.
- G. Cannon went on to discuss that over the past few years there has been a significant change in how patrons use the Library, and that visits to use services such as wireless access, conducting business meetings, informal meetings, attending programs, etc., now account for much of the in-house activity. As well, online resources are very popular as shown by the 18 percent increase in Local History searches and 20.4 percent increase in online magazine usage.
- J. Diamanti noted that in the near future there would be a review of spending on physical collections, to ensure that spending on the collections in highest demand is appropriate. G. Cannon added that along with C. Hanman, he would be conducting an in depth analysis to compare collection usage and that if necessary, the various collection budgets would be adjusted accordingly.

Moved by A. Lawlor

That Consent Agenda items:

5.1 First Quarter Report
5.2 Key Performance Indicators

be approved.

Seconded by L. Caissie

05/10/17-4

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Board Objectives-Final

- The Board reviewed their revised 2017 Objectives. There was agreement to add one additional objective: that the Board would support Library and community Canada 150 initiatives.

Moved by T. Smith

That the 2017 Board Objectives be approved as amended.

Seconded by H. McAlpine

05/10/17-5

CARRIED

8.0 Council Update

- A. Lawlor reported that the Town is embarking on a transportation needs study in preparation for the development of a transit service in Halton Hills. As well, Halton Region is working to provide inter-municipal transit options.
- It was agreed that at the appropriate time, the Board would provide information to Town staff regarding library proximity to transit routes.

9.0 Friends of the Library Update

- M. Kindbom reported that the Friends of the Library held their Annual General Meeting on April 20th. It was reported that fundraising over the past year had been successful with the Caddystacks event raising approximately \$2,800 for the Reading Deck at the Acton Branch, and that the booksale kiosks at both branches have been very busy. The summer pop-up booksales during the Georgetown Farmer's Market will return this year as they were quite popular last summer.
- Board of Directors elected for 2017-2018:
 - Chair – Mark Rowe
 - Vice Chair – Jane Altobelli
 - Directors – Rosemary Domik, Laena Maunula, Alexis Buset, Margaret Teasdale
 - Treasurer – Rosemary Domik

10.0 Community Connections Update

- G. Cannon reported that Green Tours had been held at both branches on Earth Day (April 22nd) and shared a photo from the New Tanner that highlighted some of the environmental features of the Acton Branch.
- G. Cannon and Mary Land participated in McDonalds' McHappy Days on May 3rd. M. Land volunteered at the Acton McDonald's and G. Cannon at the Georgetown location.
- A. Lawlor reported that flags for the Chamber of Commerce Most Patriotic Town Challenge have been very popular with residents and would become available at both Library branches on May 15th.

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 **\$33,086.87** as detailed in the Computer Cheque Register for **\$13,356.95** in week **#15 DATED April 13th, 2017** and the **VISA** purchases statement for the month of **MARCH 2017** for **\$19,729.92** have been examined and are hereby approved for payment, including expenses for the following employees:

Barbara Elliott	\$ 16.73
Vicki Firth	\$ 44.59

Clare Hanman	\$ 71.24
Manpreet Jhand	\$ 42.84
Sharon MacMillan	\$ 25.00

Seconded by H. McAlpine

05/10/17-6

CARRIED

11.2 Month End Report

- G. Cannon reported that the April Month End Report would be available soon. It is expected that spending will be slightly under target (3.4%) due to the addition of funding just received from the New Horizons for Seniors Grant. It was noted that this year, the grant request for the summer reading program was unsuccessful.
- B. Elliott will notify the Board when the April Month End Report is available for viewing in the Dropbox.

12.0 New Business

12.1 Southern Ontario Library Service (SOLS) Trustee Report

- L. Hawes reported that he had attended the SOLS Trustee meeting on April 29th at the Meadowvale Branch Library in Mississauga. Discussions were held regarding the Ontario Public Library Funding Review and L. Hawes recommended that Board members review the Discussion Paper: Towards More Effective Public Libraries, which “presents principles for consideration and discussion in response to a recommendation in The Ontario Culture Strategy – Telling our stories, growing our economy (2016)”. SOLS Trustees suggested that this report be shared with relevant municipal treasurers and members of Council to provide them with additional information about the importance of libraries in the community and the costs associated with providing all of the services that libraries offer.
- L. Hawes also discussed the SOLS report “Investigating the Learning Needs of Public Library Staff” and recommended that the Board review the report summary of the 2016 training consultations. It was noted that SOLS provides a large number of training opportunities for library staff.
- Additional items of interest:
 - Library Boards for the cities of Welland, Brampton, Burlington and Hamilton are all currently implementing strategic plans and have offered to share information regarding their implementation processes.
 - L. Hawes suggested that once staff have completed updating the HHPL Economic Impact Study in 2018, the Library consider producing a brochure to inform Town residents about the real “value for money” of the Library (i.e. the dollar value of benefits received for every dollar spent).

12.2 Report: Halton Information Providers (HIP)-Letter of Agreement

- B. King presented the Halton Information Providers Report which outlined HHPL’s participation in a coalition of five Halton community information service providers that jointly maintain the public online Halton Community Services Database (HCSD). The HCSD provides free and confidential information about social and community services

and programs available in Halton. B. King discussed that in 2016, HIP providers had undertaken a review of their service delivery model and that this review had led to recommendations regarding a revised Letter of Agreement and an updated financial model.

- B. King presented for consideration, a recommendation that the Board endorse the Halton Information Providers Letter of Agreement dated January 1, 2017.

Moved by A. Lawlor

That the Halton Hills Public Library Board endorse the Halton Information Providers Letter of Agreement dated January 1, 2017.

Seconded by L. Hawes

05/10/17-7

CARRIED

12.3 In Camera re: Personnel

Moved by A. Lawlor

That the meeting move In Camera.

Seconded by T. Smith

05/10/17-8

CARRIED

Moved by H. McAlpine

That the meeting move Out of Camera.

Seconded by T. Smith

05/10/17-10

CARRIED

Rising Report:

- The Board reported that they had received information concerning Town of Halton Hills staff restructuring and that **Motion # 05/10/17-9** had been passed to accept the proposed changes, pending the receipt of additional information.

12.4 Food 4 Fines

- G. Cannon reported that he had met with Councillor Mike Albano to discuss the possibility of the Library participating in a fines amnesty program, where donations for local food banks would be collected in lieu of payment for fines accrued on a patron's library card. It was noted that while there may be a slight loss of revenue, this program may draw patrons who have not been visiting due to accrued fines, back into the Library. Additionally, it is hoped that such a program would raise the Library's profile and generate goodwill in the community.
- Several concerns were noted regarding identifying the criteria for choosing a particular charity, and the possibility of minimizing fundraising activities of groups such as The Friends of the Library. G. Cannon responded that other libraries have participated in such programs, adding that staff would set the conditions to ensure the campaign would not hinder other activities.
- G. Cannon will research further to provide additional information regarding other libraries participating in amnesty programs, conditions around timing and acceptable

donations, and what additional resources may be required. An update will be provided at the June Board meeting.

13.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety issues reported since the April Board meeting.

14.0 Commissioner of Community Services' Report

14.1 Cultural Services Update - TABLED

15.0 Next Meeting

Wednesday, June 14, 2017

Acton Branch Library – Community Room

7:00 p.m.

16.0 Adjournment

Moved by T. Smith

Seconded by H. McAlpine

05/10/17-11

The meeting adjourned at 9:20 p.m.

That the meeting be adjourned.

CARRIED