

Halton Hills Public Library Board

Wednesday, September 13, 2017

Georgetown Branch-Board Room

7:00 p.m.

Minutes

Present: Lisa Caissie, Larry Hawes, Matt Kindbom, Ann Lawlor, Bett Leverette (Chair),
Heather McAlpine, Marilyn Willis

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

Regrets: Ted Brown, April Currey, Tamara Smith

1.0 Declaration of Quorum

- B. Leverette declared that quorum was present and called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda

Moved by H. McAlpine

That the agenda as amended be approved.

Seconded by M. Kindbom

09/13/17-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 June 14, 2017

Moved by H. McAlpine

That the Minutes of June 14, 2017 be approved.

Seconded by L. Caissie

09/13/17-2

CARRIED

4.2 In Camera June 14, 2017

Moved by M. Kindbom

That the In Camera Minutes of June 14, 2017 be approved.

Seconded by L. Caissie

09/13/17-3

CARRIED

5.0 Consent Agenda

- Items removed for discussion:
 - 5.1 Brochure-Strategic Plan 2017-2022 (B. Leverette)
 - 5.2 HHPL Second Quarter Report (A. Lawlor)
 - 5.3 HHPL Performance Indicators – Second Quarter (L. Caissie)

Moved by L. Hawes

That Consent Agenda items:

- 5.4 Independent article (June 15, 2017) re: "The public library is your go-to spot..."
- 5.5 Independent article (June 22, 2017) re: "Leafs legend Johnny Bower coming..."
- 5.6 Independent article (June 29, 2017) re: "Leafs great Johnny Bower meets..."
- 5.7 New Tanner article (July 27, 2017) re: "Library receives \$3,000 donation:"
- 5.8 New Tanner article (July 27, 2017) re: "Word on the Street"
- 5.9 Independent article (Aug. 17, 2017) re: "Caddystacks 2 event raises \$3,000..."
- 5.10 the.ifp.ca article (Aug. 17, 2017) re: "One Book, One Halton Hills novel announced"

be approved.

Seconded by M. Kindbom

09/13/17-4

CARRIED

5.1) Brochure-Strategic Plan 2017-2022

- The Board received copies of the new Strategic Plan 2017-2022 brochure that will also be distributed to Council, the Town's Senior Management Team, Library staff, CEOs of area libraries, SOLS Trustees. The remainder will be available for the public. In the near future, G. Cannon will present an overview of the new Strategic Plan along with the brochure, to the Town's Community Affairs Committee.
- Discussion ensued as to whether the Library's tag line "A World Within Our Doors" should be changed to match the Strategic Plan Vision: "Imagination, Innovation, Opportunity". The Board will continue to consider this change and G. Cannon will poll library staff for their thoughts on this change.

5.2) Second Quarter Report

- A. Lawlor suggested that a reference to the Library's participation in the Canadian flag distribution for the Chamber's "Most Patriotic Town" challenge be included. G. Cannon will ensure that this event is recorded in the third quarter report.

5.3) Performance Indicators-Second Quarter

- G. Cannon noted that the circulation of video/DVD items has started to show a decline due to the increased popularity of streaming services such as Netflix. The Library does offer streaming through its Hoopla service although the title selection is not the same as what commercial sites are able to offer. G. Cannon indicated that Mary Land is currently working on a collection development planning document which will be used to assist in planning for adjustments to the collection, to reflect demographic changes in the community through to the end of the current strategic plan (2022).

- G. Cannon will provide additional information comparing aspects of the video collection circulation (e.g. Adult vs. Children's vs. Quick Picks) at a future meeting.
- Adult programming attendance increased significantly with the suite of programming made possible by funding from the New Horizons for Seniors Grant, Canada 150 funding and the Ontario Seniors Secretariat Grant.
- The Family Escape Room program was very popular was completely sold out. A new Escape Room will be introduced at the Georgetown Branch later this fall, and the current program will be moved and introduced at the Acton Branch.

Moved by M. Kindbom

That Consent Agenda items 5.1, 5.2 and 5.3 be approved.

Seconded by L. Caissie

09/13/17-5

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Confirmation of e-vote re: Change to Director of Library Services Title

Moved by L. Hawes

That the Halton Hills Public Library Board ratify the electronic motion dated July, 5, 2017 where it was

Moved by Tamara Smith

Seconded by Heather McAlpine:

That the title for the position of Director of Library Services for the Halton Hills Public Library be changed to Chief Librarian;

AND ALSO THAT all references in Library and Library Board documents be changed to reflect this new title.

Nine (9) e-votes were received in favour of this motion.

Seconded by H. McAlpine

09/13/17-6

CARRIED

7.2 Fundraising Update

- G. Cannon reported that the event being considered for past donors has been delayed until 2018, when additional staff time will be available for planning.

7.3 Board Advocacy Presentation-revised

- The Board will continue to review the advocacy presentation and will provide comments to G. Cannon via email.

- The Board Advocacy Committee will reconvene once revisions to the presentation are complete.

7.4 In Camera re: Personnel Issue

- B. Elliott and B. King left the meeting.

Moved by H. McAlpine

That the meeting move In Camera.

Seconded by L. Caissie

09/13/17-7

CARRIED

Moved by H. McAlpine

That the meeting move Out of Camera.

Seconded by L. Hawes

09/13/17-9

CARRIED

- B. Elliott and B. King rejoined the meeting.

Rising Report:

- The Board reported that the following motion had been passed:

Moved by M. Willis

That the changes to the employment contract and job description for the Chief Librarian be accepted and approved as presented.

Seconded by M. Kindbom

09/13/17-8

CARRIED

8.0 Council Update

- A. Lawlor reported that:
 - Council recently set the Town's target budget increase for 2018 at 3.9%. When combined with the Region and Provincial portions of the municipal taxes, this may result in an overall tax increase of approximately 2.4% for residents of Halton Hills. It was noted that projected increases to the minimum wage and hydro rates would make up a significant portion of this increase.
 - The Board has been sent invitations to the Citizenship Ceremony being hosted by the Library and Cultural Centre in the John Elliott Theatre on Friday, September 29th at 10:30 a.m.
 - Planning is underway for the Wenjiang Festival which will take place during the week of October 23-27. Wenjiang is Halton Hills' sister city in China, and the Library will be hosting a number of events. The Board will receive additional information as it becomes available.
 - The next Vision Georgetown planning session will be taking place on the evening of Wednesday, September 20th. G. Cannon will be participating as a convener at one of the discussion tables. B. Elliott will make the Library's Vision Georgetown planning document available for the Board review.

9.0 Friends of the Library Update

- M. Kindbom reported that:
 - The Friends next meeting is scheduled for September 14th.
 - Planning for the third annual Caddystacks event is now underway and has been tentatively scheduled for Saturday, April 7, 2017.
 - The Johnny Bower event in the Helson Gallery was well-attended with all tickets being sold.
 - There will be a large booksale at the Acton Branch on Saturday, September 30th. The proceeds will be used to support of the Acton Reading Deck.
 - The Friends logo is currently being redesigned.

10.0 Community Connections Update

- A. Lawlor provided information regarding the upcoming Halton Hills-Doors Open event on Sunday, October 1st. A number of venues in Halton Hills will be featured under the theme “Pre-Confederation Town & Country Tour”, in celebration of Canada 150.
- A. Lawlor thanked the Library for its active participation in distributing flags for the Most Patriotic Town Challenge.
- G. Cannon reported that Beverley King has been elected as Chair of the Downtown Georgetown BIA.
- B. King reported that the Library will be hosting three events in conjunction with the Wenjiang Festival: calligraphy workshop, Sichuan cooking workshop, art exhibit in the Helson Gallery.
- G. Cannon commended B. King, D. Davey and their staff, for their work and contributions during this busy year of additional programming in connection with Canada 150 celebrations, Culture Days, and the Wenjiang Festival.
- M. Kindbom reported that a patron had approached him and commented that at times, the noise level in the library is somewhat distracting for people who use the space for business purposes. Staff will consider placing signage in the Partners Space noting that the rooms are not soundproof.

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 **\$39,931.53** as detailed in the Computer Cheque Register for **\$13,955.62** in week #25 DATED June 22nd, 2017 and the **VISA** purchases statement for the month of **APRIL 2017** for **\$12,831.55** and **MAY 2017** for **\$9,144.36** have been examined and are hereby approved for payment, including expenses for the following employees:

Geoffrey Cannon	\$ 25.50
Henrietta De'Ath	\$ 188.53
Darlene Green	\$ 16.32
Hayley Green	\$ 26.99
Clare Hanman	\$ 106.08
Lisa Hunziger	\$ 53.04
Sarah Ziolkowska	\$ 17.50

Seconded by M. Kindbom
09/13/17-10

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$18,694.07** as detailed in the Computer Cheque Register for week **#27 DATED July 6th, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Alison Crawley	\$ 259.35
Beverley King	\$ 41.38
Mary Pires	\$ 219.49
Sherry Farago	\$ 147.50
Marie Vickery	\$ 55.08

Seconded by A. Lawlor
09/13/17-11

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$44,541.22** as detailed in the Computer Cheque Register for **\$35,253.75** in week **#29 DATED July 21st, 2017** and the **VISA** purchases statement for the month of **JUNE 2017** for **\$9,287.47** have been examined and are hereby approved for payment, including expenses for the following employees:

Danielle Dawe	\$ 720.95
Clare Hanman	\$ 93.33
Lisa Hunziger	\$ 46.34
Beverley King	\$ 317.88

Seconded by M. Kindbom
09/13/17-12

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$10,145.64** as detailed in the Computer Cheque Register for week **#31 DATED August 3rd, 2017** have been examined and are hereby approved for payment including expenses for the following employee:

Vicki Firth \$ 38.95

Seconded by M. Kindbom
09/13/17-13

CARRIED

Moved by L. Caissie

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$15,784.43** as detailed in the Computer Cheque Register for week **#33 DATED August 17th, 2017** have been examined and are hereby approved for payment including expenses for the following employee:

Manpreet Jhand \$ 57.12

Seconded by M. Kindbom
09/13/17-14

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$13,845.31** as detailed in the Computer Cheque Register for week **#35 DATED August 31st, 2017** have been examined and are hereby approved for payment including expenses for the following employees:

Geoffrey Cannon \$ 105.06

Alison Crawley \$ 124.44

Seconded by M. Kindbom
09/13/17-15

CARRIED

11.2 Month End Report (June)

- G. Cannon reported that spending is at the expected level.
- The Month End Report was received by the Board.

12.0 New Business

12.1 Report LBD-2017-006: Capital Budget 2018 – draft

- G. Cannon presented the draft 2018 Capital Budget and Forecast for Board consideration. The Library's Capital Budget requests for 2018 include:

- Library Materials (\$374,000)
 - This funding will maintain the historic level of funding for Library materials and allows for continued building of the increasingly popular, but more costly ebook collection. Ebooks for libraries cost approximately 1.5 to 5 times the price of that paid by consumers. As well, the cost of print and audio-visual materials, which represent the bulk of borrowing, has also risen by 3 percent.
- Library Materials Collection Development (\$25,000)
 - This funding will allow the Library to continue to build its materials collection to meet the provincial average of 2.58 items per capita. The Library currently has 2.3 items per capita which represents a deficit of approximately 15,000 items.
- Library Furnishings-Georgetown Branch (\$20,000)
 - This funding will see the renewal of furnishings and equipment in the Georgetown Branch Library and the addition of items that will increase patron accessibility.
- Library Technology Renewal (\$26,700)
 - This funding will allow the replacement of aging information technology hardware to ensure that the public and staff will have continued access to reliable and adequately functioning equipment.
- Reading Deck-Acton Branch (\$66,200)
 - This project will see the addition of a reading deck on the east side of the Acton Branch. Funding will cover the permitting fees, outdoor furniture and security. To date, the community has raised one-third of the needed funding through donations and Friends of the Library fundraising events.

Moved by L. Hawes

That Report No. LBD 2017-006 dated September 7, 2017 regarding the 2018 Capital Budget and 2019-2027 Capital Budget Forecast be received;

AND FURTHER THAT the 2018 Capital Budget in the amount of **\$571,900** be approved;

AND FURTHER THAT the 2019-2027 Capital Forecast in the amount of **\$14,677,700** be approved in principle subject of the annual review;

AND FURTHER THAT staff be authorized to submit the Library's 2018 Capital Budget and Capital Forecast to the Town of Halton Hills Budget Committee.

Seconded by M. Willis

09/13/17-16

CARRIED

12.2 Report LBD-2017-005: Board Policy Review

- G. Cannon presented the following Board policies for review and consideration:
 - Preamble (including Vision, Mission and Goals)
 - By-laws
 - Canadian Anti-Spam Legislation (CASL) Policy
 - Children's and Youth Services
 - Code of Conduct for Library Users
 - Community Displays
 - Confidentiality and Retention of Patron Information
 - Customer Service Standard Policy (AODA)
 - Disposal of Library Material
 - Duties of the Chief Librarian

Moved by H. McAlpine

That Report No. LBD 2017-005 dated September 7, 2017 regarding the Board Policy Review be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions to the Library Board policies.

Seconded by L. Caissie

Discussion:

- It was suggested that the Goals section in the Preamble be changed to reflect those of the new Strategic Plan. There was consensus that the Goals be changed as suggested.
- There was a suggestion that the agenda item: Health and Safety should be moved up on the standing agenda so as to reflect its importance in the workplace. Discussion ensued and due to the fact that health and safety incidents have been rare, there was consensus that this item would be moved forward on the agenda at meetings where there is an incident report or if a discussion is required.

09/13/17-17

CARRIED AS AMENDED

12.3 Report LBD-2017-003: Art Collection Management Policy

- G. Cannon presented the proposed new Art Collection Management Policy for consideration. This purpose of this policy is to:
 - Ensure there are guidelines for accessioning/de-accessioning works;

- Ensure high standards of collections care, from acquisition to conservation to display;
- Ensure all object information is documented in a database management system – object name, accession information, medium/media, condition, provenance, etc.;
- Ensure that collection insurance is up-to-date and of an appropriate level;
- Ensure the collection is under the care of professional staff with the required education, knowledge, skills, and abilities.

Moved by H. McAlpine

That Report No. LBD 2017-003 dated July 12, 2017 regarding the Art Collection Management Policy be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Art Collection Management Policy.

Seconded by M. Kindbom

Discussion:

- There was consensus to not include a section regarding the purchase of art by the Library. If at a future time, an opportunity to purchase a significant piece of art is presented to the Library Board, further discussion will be undertaken.
- There was consensus to add a definition of the Library's art collection which includes art, artifacts and heritage objects. The Town's curator will be consulted to ensure the correct wording of this definition.

09/13/17-18

CARRIED AS AMENDED

12.4 Report LBD-2017-004: 2018 Holiday Closures

Moved by M. Willis

That Report No. LBD 2017-004 regarding the 2018 Holiday Closure schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the holiday closure schedule for 2018.

Seconded by L. Caissie

09/13/17-19

CARRIED

12.5 Leading the Change: Staff Announcements

- G. Cannon reported that a number of staffing changes have recently taken place:

New Roles:

- Lisa Hunziger – Children's Services Librarian

New Staff:

- Jennifer Corrin - Systems Librarian
- Jodie Mandarino – Youth Services Librarian

- Lee Puddephatt – Community Librarian
- Gillian Killingbeck – Library Technician – Children’s & Youth Services
- Tami Steinberg – Library Technician – Children’s & Youth Services

13.0 Health & Safety Report

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

14.0 Next Meeting

Wednesday, October 4, 2017

7:00 p.m.

Acton Branch-Community Room

15.0 Adjournment

Moved by L. Caissie

That the meeting be adjourned.

Seconded by M. Kindbom

09/13/17-20

CARRIED

The meeting adjourned at 9:10 p.m.