

**Halton Hills Public Library Board**

Wednesday, February 14, 2018  
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, Marilyn Willis

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

**Regrets:** April Currey, Tamara Smith

**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) Destination Downtown (G. Cannon)

Moved by H. McAlpine

That the agenda be approved as amended.

Seconded by M. Willis

**02/14/18-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of January 10, 2018**

Moved by A. Lawlor

That the Minutes of January 10, 2018 be approved.

Seconded by M. Kindbom

**02/14/18-2**

**CARRIED**

**5.0 Consent Agenda**

Items removed for discussion:

- 5.1) Fourth Quarter Report (A. Lawlor)
- 5.3) Report No. LBD-2018-004 re: OLA Super Conference (L. Caissie)

Moved by A. Lawlor

That Consent agenda items:

5.2 HHPL Performance Indicators – Fourth Quarter

5.4 Maclean's article (Feb. 2018) re: "Coding, 3D printers. And books."

5.5 New Tanner article (Jan. 18, 2018) re: "Library's top 10 lists of 2017..."

- 5.6 Toronto Sun article (Jan. 20, 2018) re: "Halton Hills is poised for growth"
  - 5.7 Independent article (Jan. 25, 2018) re: Summer Road Closure
  - 5.8 Independent article (Feb. 1, 2018) re: "Dogs 'paw-vidé' relief"
  - 5.9 New Tanner photo (Feb. 1, 2018) re: "Exam Cram"
- be approved.

Seconded by L. Caissie

**02/14/18-3**

**CARRIED**

- 5.1) Fourth Quarter Report
  - This report will be used as the basis for the 2017 Annual Report presentation to Council. There was a suggestion that future consideration be given to changing the format from a PowerPoint presentation to a short movie-type presentation.
- 5.3) Report No. LBD-2018-004 re: OLA Super Conference
  - G. Cannon indicated that this year's OLA Super Conference was very informative and worthwhile, and that this report outlines information presented at the sessions he attended.

Moved by L. Hawes

That Consent Agenda items 5.1 and 5.3 be approved.

Seconded by M. Kindbom

**02/14/18-4**

**CARRIED**

## **6.0 Correspondence**

- 6.1 Letter from Town of Halton Hills (Jan. 23, 2018) re: Reconstruction of School Lane
  - G. Cannon informed the Board that street reconstruction work outside of the Acton Branch will take place during the summer. The Town has assured that one lane of School Lane will remain open for access to the library parking lot during open hours.
  - G. Cannon also informed the Board that work to replace the bridge from River St. to Robert Little School will be done in early May, prior to the roadwork.
- All correspondence was received for information.

## **7.0 Business Arising**

- 7.1 2018 Board Objectives
  - G. Cannon provided for Board consideration, the 2018 Board Objectives revised as requested at the January Board meeting. It was noted that succession planning for the Chief Librarian position will now be a 2019 objective.

Moved by T. Brown

That the 2018 Board Objectives be approved as revised.

Seconded by M. Willis

**02/14/18-5**

**CARRIED**

## 7.2 360 Degree Review

- As requested at the December Board meeting, G. Cannon provided the Board with samples of 360 Degree reviews for the Chief Librarian position. The Board directed G. Cannon to provide an HHPL specific 360 review template based on the Grimsby example. H. McAlpine offered to provide assistance in preparing this document. This survey will be issued to appropriate staff next Fall, as part of the succession planning for the Chief Librarian position.

## 7.3 Advocacy Committee

- Committee members: B. Leverette, M. Willis, A. Currey, A. Lawlor
- B. Elliott will coordinate a time for the next meeting date of this committee.

## 8.0 Council Update

- A. Lawlor and T. Brown discussed that on February 21<sup>st</sup>, there will be a public information night for the Town Transportation Study. Board members were encouraged to attend if they are available.
- When the Transportation Plan is more developed, G. Cannon will explore having Town staff make a presentation to the Board, as it would be important to have a public transportation stop near to Library branches.

## 9.0 Friends of the Library Update

- M. Kindbom reported:
  - This year's Caddystacks fundraising event will take place on Saturday, April 7<sup>th</sup> at the Georgetown Branch during the Library's open hours.
  - Also on April 7<sup>th</sup>, there will be a Toy and Book Sale taking place in the lobby area. This sale is being organized by a group of Acton residents, and proceeds will be donated to support the Acton Reading Deck project. Donations of gently used toys and books will be accepted at the Georgetown Branch starting on March 7<sup>th</sup>.
  - Discussions are underway regarding the amount of support required for the One Book program author talk.
  - The next Friends of the Library meeting is scheduled for February 15<sup>th</sup>.

## 10.0 Community Connections Update

- B. Leverette provided information about the sessions she attended at the OLA Super Conference:
  - Freedom of Speech and Censorship provided information around a number of current situations. In particular, Toronto Public Library (TPL) is currently drafting a new policy to clarify the terms for providing space to groups that may be considered controversial. B. Leverette asked G. Cannon to review this new policy when it becomes available to see how it aligns with HHPL's policy.
  - Succession Planning discussed how many municipalities are dealing with the large number of retirements expected over the next few years. It was suggested that

Board members may wish to review the online document regarding the approach used by the Municipality of Hastings Highlands.

- M. Kindbom reported that he had received many positive comments about HHPL from many people he spoke with at the OLA Super Conference. The sessions he attended on the topics of privacy and cyber security were particularly informative.
- H. McAlpine noted that Canadian Mental Health Week takes place in early May and asked if the library has any related displays or programs scheduled. B. King will confirm this information and report back.
- G. Cannon reported that he had attended the Federation of Canadian Municipalities' (FCM) Sustainable Communities Conference in Ottawa on February 6<sup>th</sup>, and had participated in a panel discussion about the challenges of operating a LEED facility.

## 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 **\$11,533.96** as detailed in the Computer Cheque Register for week **#5 DATED February 1<sup>st</sup>, 2018** have been examined and are hereby approved.

Seconded by M. Kindbom  
**02/14/18-6**

**CARRIED**

Moved by A. Lawlor

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$40,331.55** as detailed in the Computer Cheque Register for week **#3 DATED January 18, 2018** have been examined and are hereby approved.

Seconded by M. Willis  
**02/14/18-7**

**CARRIED**

### 11.2 Preliminary Year End Report

- G. Cannon presented the Preliminary Year End Report noting that the surplus of approximately 4.8% is primarily due to a number of staffing transitions, changes, and leaves. This surplus funding will be placed into the Library Reserve.
- The Preliminary Year End Report was received by the Board.

## 12.0 New Business

### 12.1 Report No. LBD-2018-001 re: Diversity and Inclusion Policy

- G. Cannon asked the Board to consider approval of this new policy, which recognizes the Town's diversifying population, and community expectations to provide services and programs to meet their needs.

Moved by H. McAlpine

That Report No. LBD-2018-0001 dated January 30, 2018 regarding the Diversity and Inclusion Policy be received;

AND FURTHER THAT

the Halton Hills Public Library Board approves the Diversity and Inclusion policy.

Seconded by A. Lawlor

Discussion:

- The Board was asked to decide if wording at the end of paragraph two of the proposed policy should be: 'mental' abilities **or** 'intellectual' abilities. The consensus was to approve the wording: mental abilities.

**02/14/18-8**

**CARRIED**

**12.2** Report No. LBD-2018-002 re: Light Therapy Lamps

- B. King presented the Report re: Light Therapy Lamps noting that one lamp is available for use, free of charge, in each branch. Both lamps are being regularly used by patrons.
- Report No. LBD-2018-002 was received for information.

**12.3** Report No. LBD 2018-003 re: Board Programming Policy

- G. Cannon presented revisions to the Board's Programming Policy for consideration. The revised policy would provide staff with the necessary guidelines to assist in the development of library programs and inform the public of the principles and criteria used in program selection.
- Discussion ensued and there was consensus to table this report. G. Cannon will work to further revise the policy to include a proposed pricing framework and provide for the possible subsidization of some participant spaces. G. Cannon will reintroduce the revised Programming policy at a future meeting.

**12.4** Destination Downtown

- G. Cannon reported that a request had been received from Planning Partnership, the consulting firm doing the Downtown Georgetown Secondary Plan (Destination Downtown), to interview a member of the Library Board regarding Downtown Georgetown. The purpose of the interview is to gather information about what is working in the downtown and what could use improvement.
- G. Cannon asked if a Board member would be available to attend on February 20<sup>th</sup>. M. Willis agreed to attend this interview on behalf of the Board.

**13.0 Health & Safety Report**

- G. Cannon reported that there had been no Health and Safety related issues since the January Board meeting.

**14.0 Next Meeting**

Wednesday, March 14, 2018

7:00 p.m.

Acton Branch – Community Room

**15.0 Adjournment**

Moved by T. Brown

Seconded by M. Kindbom

**02/14/18-9**

The meeting adjourned at 9:50 p.m.

That the meeting be adjourned.

**CARRIED**

**Signed:** \_\_\_\_\_

Bett Leverette, Chair

Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

Geoff Cannon, Chief Librarian

Halton Hills Public Library Board

APPROVED: March 14, 2018

DATED: March 14, 2018