



Halton Hills Public Library Board
Wednesday, December 14, 2016
Georgetown Branch – Board Room
7:00 p.m.
Minutes

Present: Ted Brown, April Currey, Ann Lawlor, Bett Leverette (Chair), Heather McAlpine, Tamara Smith

Staff Present: Jane Diamanti, Barb Elliott (Recorder)

Regrets: Geoff Cannon, Karen Payton

Absent: Larry Hawes

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

- Addition of Business Arising 7.5) Charitable Status-update (JD)
- Addition of Business Arising 7.6) Board Vacancies-update (JD)
- Addition of new Item 15.0) Succession Plan (JD)

Moved by T. Smith

That the agenda be approved as amended.

Seconded by T. Brown

12/14/16-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of November 9, 2016

Moved by H. McAlpine

That the Minutes of November 9, 2016 be approved.

Seconded by A. Currey

12/14/16-2

CARRIED

5.0 Consent Agenda

Moved by T. Smith

That Consent Agenda items:

5.1 Third Quarter Report

5.2 Independent article (Nov 14, 2016) re: "McCafe sales help fuel Halton Hills Public Library donation"

- 5.3** Toronto Star article (Nov. 19, 2016) re: "Library cuts are a kick in the teeth"
- 5.4** New Tanner article (Nov. 24, 2016) re: "Halton Hills Public Library receives donation from Community Foundation of Halton North"

be approved.

Seconded by H. McAlpine
12/14/16-3

CARRIED

- J. Diamanti noted in reference to item 5.2, that the donation received from McDonald's would be used to fund a large display cabinet which will be located in the Sisnett Lobby. This cabinet will be shared by the Library and Cultural Centre.

6.0 Correspondence

- None

7.0 Business Arising

7.1 Strategic Plan-update

- J. Diamanti reported that the strategic planning process is proceeding very well. The Strategic Planning Team met on December 9th and received feedback from Marian Pitters regarding the stakeholder consultations and public survey which took place during November. In general, the results were positive and indicated that the library is moving in the right direction and that patrons are being well-served. It was noted that while the library should continue to respond quickly to new ideas and embrace change, attention should remain focused on our core services and providing equal access and knowledge to everyone using a range of platforms.
- Marian Pitters will present the highlights of her report to Board members at the January Board meeting.
- The Planning Team will continue meeting in January to review and confirm all documentation as well as to identify and analyze the library's strengths and weaknesses. Work will then focus on updating the Library's Vision, Mission and Values statements and the development of goals and strategies for the next five years.

7.2 Exit Interviews-summary

B. Elliott left the meeting.

Moved by A. Currey
Seconded by A. Lawlor
12/14/16-4

That the meeting move In Camera.

CARRIED

Moved by T. Smith
Seconded by H. McAlpine
12/14/16-5

That the meeting move Out of Camera.

CARRIED

B. Elliott returned to the meeting.

Rising Report:

- The Board received information regarding exit interviews conducted by B. Leverette with past Board members.

7.3 Mid-term Check-in

- The Board discussed the proposed questions and format for their mid-term self-evaluation survey and agreed on a number of revisions. In order to assure anonymity, the survey will be conducted through Survey Monkey.
- It was agreed that the Commissioner of Community Services and the Director of Library Services would also complete the survey.

Moved by T. Brown

That the mid-term Board Self-Evaluation survey be approved as amended.

Seconded by H. McAlpine
12/14/16-6

CARRIED

- B. Elliott will make the discussed revisions and e-mail the Survey Monkey link to Board members.

7.4 Capital and Operating Budget-update

- J. Diamanti reported that the 2017 Operating Budget was approved as presented.
- The Library Budget Inclusions approved by Council include:
 - Systems Librarian 1: This position is essential for the proper and timely maintenance, troubleshooting and enhancement of the Library's core IT services.
 - Library Art Collection Management: This service will allow the Library to properly maintain its collection of donated art and ensure that pieces are available for viewing in both branch locations and the Helson Gallery.
 - Library Art Collection Management : This one-time funding will be used to create an electronic inventory, including photographs, of the Library's art collection and to formalize an art-specific collection management policy to address acquisitions, loans and de-accessioning. A proper electronic inventory will decrease the risk of artwork going missing.
- J. Diamanti also noted that the Maintenance staff in the Recreation and Parks Department will now be responsible for the maintenance work at the Acton Branch.

7.5 Charitable Status-update

- J. Diamanti reported that M. Querques will submit the application for the Library to attain charitable status to the Canada Revenue Agency once application details have been confirmed with Town staff.

7.6 Board Vacancies-update

- J. Diamanti reported that nine applications were received for the two vacant Board positions.

8.0 Council Update

- T. Brown reported that the budget process had gone well.

9.0 Friends of the Library Update

- No Report

10.0 Community Connections Update

- None

11.0 Financial Report

11.1 Accounts Payable

Moved by Tamara Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$24,160.08** as detailed in the Computer Cheque Register for **\$23,877.08** in week **#49 DATED December 8th, 2016** and the issuance of a **bank draft** for **\$283.00US funds**. These reports have been examined and are hereby approved for payment. This includes expenses for the following employees:

Geoffrey Cannon	\$ 73.44
Douglas Davey	\$ 150.39
Clare Hanman	\$ 178.50
Krista Harkins	\$ 366.95
Sarah Hughes	\$ 5.19
Mary Land	\$ 104.39
Jodie Mandarino	\$ 218.26

Seconded by A. Currey
12/14/16-7

CARRIED

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$17,342.37** as detailed in the Computer Cheque Register for week **#45 DATED November 10th, 2016** have been

examined and are hereby approved for payment including expenses for the following employees:

Douglas Davey	\$ 500.00
Barbara Elliott	\$ 19.65
Vicki Firth	\$ 83.08
Clare Hanman	\$ 46.92
Jodie Mandarino	\$ 153.40

Seconded by A. Lawlor
12/14/16-8

CARRIED

Moved by T. Brown

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$47,985.43** as detailed in the Computer Cheque Register for **\$33,055.46** in week **#47 DATED November 24th, 2016** and the **VISA** purchases statement for the month of **OCTOBER 2016** for **\$14,929.97** have been examined and are hereby approved for payment, including expenses for the following employees:

Geoffrey Cannon	\$ 88.74
Elizabeth Debowy	\$ 42.97
Jane Diamanti	\$ 20.50
Lisa Hunziger	\$ 10.99
Beverley King	\$ 56.10
Sherry Farago	\$ 106.45
Kate Sims	\$ 366.95
Marie Vickery	\$ 36.82

Seconded by H. McAlpine
12/14/16-9

CARRIED

11.2 Month End Report (October)

- J. Diamanti reported that spending is at the expected level and that Council has been advised that the Library budget will be fully spent by year-end.
- The October Month End Report was received by the Board.

12.0 New Business

12.1 Performance Indicators-Third Quarter

- J. Diamanti reviewed the Performance Indicators for the third quarter. There was a four percent drop in the number of items circulated during the third quarter of 2016, compared to the same time in 2015. J. Diamanti noted that this is the third consecutive quarter with a decrease in circulation, which is a trend that is being

seen in libraries across North America. Staff will be closely monitoring the areas that are most affected by the decrease (e.g. DVD circulation).

- Decreases in children's program attendance may have been the result of technical problems related to the transition to the online Summer Reading Club program.

12.2 Departmental Emergency Response Plan (DERP)-update

- J. Diamanti reported that the Library DERP has been reviewed by the Deputy Fire Chief and will be reviewed by the Library's Leadership Team prior to presentation to the Board by G. Cannon in February.

12.3 Director of Library Services' GPS

- J. Diamanti asked the Board to consider how they would like to proceed with the GPS process for the Director of Library Services and the Commissioner of Community Services. In past years, the Board provided input to the Chair and then the Chair met with the Director.
- The Board will decide in January how they would like to proceed. J. Diamanti and G. Cannon will prepare their GPS forms in time for the February Board meeting.

12.4 OLA Super Conference

12.4.1 Registration

- B. Elliott asked that Board members who are interested in attending the 2017 OLA Super Conference to let her know by Friday, December 16th, in order to be registered at the reduced rate.

12.4.2 Awards Evening

- This year, HHPL's sustainable library cards have been shortlisted for the Minister's Award for Innovation that will be presented at the Awards Gala to be held on Thursday, February 2nd. Board members interested in attending the Gala were asked to contact G. Cannon.

13.0 Health & Safety Report

- J. Diamanti reported that there had been no health and safety issues since the November Board meeting.
- T. Smith reported that she had recently participated in the Customer Service and De-Escalation Workshop provided to library staff by representatives from the Centre for Addiction and Mental Health (CAMH). This workshop provided staff with information and strategies on how to approach individuals that may be dealing with mental health issues. T. Smith complimented staff on their level of interest and engagement in learning and how they work as a team to handle issues that arise in the workplace.
- A. Lawlor stated that she had also attended this training and felt that it was very beneficial for staff.
- J. Diamanti commended Mary Land for her work researching and organizing this training which will also be made available to all Town departments and Council.

14.0 Commissioner of Community Services' Report

14.1 Cultural Services Update

- J. Diamanti reported that Cultural Services had obtained budget approval for:
 - Part-time Cultural Development Coordinator (one year contract): This position will provide support in the management of the Public Arts Program, Culture Days, Canada 150 and Ontario 150 celebrations and other cultural programs currently under development.
 - Community Cultural Programming (\$2,000): This funding has been established to begin building cultural programming for Halton Hills residents.

14.2 Cultural & Community Services Business Plan

- J. Diamanti discussed several aspects of the Cultural & Community Services Business Plan:
 - The grant applications for Canada 150 and Ontario 150 programs were unsuccessful and alternate sources of funding are now being investigated.
 - Improving community-wide awareness and support for cultural activities will be a major focus.

15.0 Succession Plan

- J. Diamanti reported that she would be presenting a detailed Succession Plan Report at the February Board meeting.

16.0 Next Meeting

Wednesday, January 11, 2017
Georgetown Branch-Board Room
7:00 p.m.

17.0 Adjournment

Moved by T. Brown
Seconded by T. Smith

That the meeting be adjourned.

12/14/16-10

CARRIED

The meeting adjourned at 8:50 p.m.