



**Halton Hills Public Library Board**  
Wednesday, February 8, 2017  
Georgetown Branch – Board Room  
7:00 p.m.  
**Minutes**

**Present:** Ted Brown, April Currey, Larry Hawes, Bett Leverette (Chair), Heather McAlpine, Tamara Smith

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

**Regrets:** Jane Diamanti, Ann Lawlor, Karen Payton

**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**

Moved by A. Currey

That the agenda be approved.

Seconded by H. McAlpine

**02/08/17-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of January 11, 2017**

Moved by A. Currey

That the Minutes of January 11, 2017 be approved.

Seconded by T. Brown

**02/08/17-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by H. McAlpine

That Consent Agenda item:

**5.1** Globe and Mail article (Jan. 13, 2017) re: New Waterdown Library

be approved.

Seconded by L. Hawes

**02/08/17-3**

**CARRIED**

## **6.0 Correspondence**

- 6.1** Letter from Shelagh Paterson (Nov. 30, 2016) re: FOPL membership renewal
- 6.2** FOPL Executive Director's Report (Feb. 2, 2017)

- G. Cannon summarized these letters, both of which outlined the many contributions and activities of the Federation of Ontario Public Libraries (FOPL) on behalf of all members. In particular, in 2017 there will be province-wide marketing campaign about the value and impact of libraries in Ontario, further efforts to address funding issues, the continuation of educational opportunities through free webinars, and a Library Day at Queen's Park.
- All correspondence was received by the Board.

## **7.0 Business Arising**

### **7.1 Board Self-Evaluation Survey**

- The Board reviewed the summary results of the self-evaluation survey which was designed to monitor how the Board perceives it is functioning as a whole, and identify if there are any areas members feel additional attention is needed.
- Discussion:
  - In general, the results indicated that the Board is functioning well and that members are satisfied with its current direction.
  - There was a request for a review of the Library's key stakeholders and partnerships. G. Cannon will provide information for discussion at an upcoming meeting.
  - The Board was satisfied with the survey format and suggested that the terminology for #3 on the rating scale (maybe/not sure) will be clarified for future surveys.

### **7.2 Board Vacancies-update**

- G. Cannon reported that recommendations to fill the current Board vacancies have been forwarded for approval by the Town's Corporate Affairs Committee. It is expected that final approval by Council will be granted at their February 21<sup>st</sup> meeting.

### **7.3 Departmental Emergency Response Plan (DERP)**

- G. Cannon reviewed the proposed Library DERP. The purpose of the plan is to "define, authorize and coordinate emergency response activities that may be required in the event of a major department emergency or corporate-community emergency" and provide for a "quick response, recovery and return to normal business operations".
- The Town's Deputy Fire Chief is currently reviewing the plan and to date has not noted any concerns.

- It was pointed out that the Acton Branch Librarian had not been included in Appendix A. G. Cannon will revise Appendix A to include the Acton Branch Librarian.

Moved by T. Brown

That the Report **Department Emergency Response Plan**, dated January 17, 2017 be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Library's **Departmental Emergency Response Plan** in principle as amended, pending comments from the Deputy Fire Chief;

AND FURTHER THAT the Halton Hills Public Library Board approves revisions to the **Emergency and Security Policy**.

Seconded by T. Smith

**02/08/17-4**

**CARRIED**

- G. Cannon will provide an update as soon as it becomes available.

#### **7.4 Library Strategic Plan-update**

- G. Cannon reported that the new Library Strategic Plan is in the final stages of development and it is expected that the final draft will be presented to the Board for approval at the March Board meeting.
- On February 17<sup>th</sup>, the Library Leadership Team will begin working on the Library's 2017 Annual Work Plan using the Goals and Objectives outlined in the new Strategic Plan.

#### **8.0 Council Update**

- T. Brown reported that in the near future, Links2Care will be closing their youth centres in Georgetown and Acton, and noted that the Recreation and Parks Department is expanding some of their youth programs to ease this gap. G. Cannon indicated that D. Davey is a member of the Town's Youth Service Network and that pending funding and staffing availability, the Library would also be exploring additional programs.

#### **9.0 Friends of the Library Update**

- G. Cannon reported that advertising for the "Caddystacks 2" fundraising event will soon be posted. This miniature golf event to be held inside the Library will take place on Saturday, April 1<sup>st</sup>. Tickets are now on sale and are \$50 for the evening gala event and \$5 per person to play during the day.

**10.0 Community Connections Update**

- No report

**11.0 Financial Report**

**11.1 Accounts Payable**

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$92,182.38** as detailed in the Computer Cheque Register for **\$48,242.02** in week **#3 DATED January 19, 2017** and the **VISA** purchases statement for the month of **NOVEMBER 2016** for **\$21,693.01** and **DECEMBER 2016** FOR **\$22,247.35** have been examined and are hereby approved for payment, including expenses for the following employees:

Geoffrey Cannon	\$ 20.40
Alison Crawley	\$ 52.02
Douglas Davey	\$ 491.52
Hayley Green	\$ 23.60
Lisa Hunziger	\$ 13.57
Beverley King	\$ 20.40
Christine Otto	\$ 25.00
Sherry Farago	\$ 161.87
Kate Sims	\$ 21.42

Seconded by L. Hawes

**02/08/17-5**

**CARRIED**

Moved by A. Currey

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$32,671.83** as detailed in the Computer Cheque Register for week **#5 DATED February 2<sup>nd</sup>, 2017** have been examined and are hereby approved for payment.

Seconded by T. Brown

**02/08/17-6**

**CARRIED**

**11.2 Month End Report**

- G. Cannon reported that the 2016 year-end report is not yet available. It is expected that there may be a slight surplus (less than 1%).
- The Month End Report was received by the Board.

**12.0 New Business**

**12.1 OLA Super Conference**

- G. Cannon reported that on February 2<sup>nd</sup> at the Ontario Library Association's Annual Super Conference, HHPL had received the Minister's Award for Innovation for our sustainable wooden library cards. During the presentation, G. Cannon announced a new wooden card in celebration of Canada 150, and presented one to The Honourable Eleanor McMahon, the Ontario Minister of Tourism, Culture and Sport. The award will be presented at Council on Monday, March 20<sup>th</sup>.
- B. Leverette reported that she found the speakers and sessions she attended to be very interesting and encouraged other Board members to attend next year.

**12.2 In Camera Session**

**12.2.1 HHPL Succession Plan**

Moved by A. Currey                      That the meeting move In Camera

Seconded by T. Smith

**02/08-17-7                      CARRIED**

Moved by T. Smith                      That the meeting move Out of Camera

Seconded by H. McAlpine

**02/08/17-8                      CARRIED**

Rising Report:

- The Board briefly discussed the HHPL Succession Plan and will forward questions to J. Diamanti over the next two weeks.

**13.0 Health & Safety Report**

- G. Cannon reported that there had been no Health & Safety issues since the January 11, 2017 Board meeting.

**14.0 Commissioner of Community Services' Report – Not Available**

**15.0 Next Meeting**

Wednesday, March 8, 2017

Acton Branch – Community Room

7:00 p.m.

**16.0 Adjournment**

Moved by H. McAlpine

That the meeting be adjourned.

Seconded by T. Brown

**02/08/17-9                      CARRIED**

The meeting adjourned at 8:30 p.m.