

**Halton Hills Public Library Board**

Wednesday, October 10, 2012

Acton Branch

7:00 p.m.

**Minutes**

**Present:** Jane Altobelli, Allan Ewing, Larry Hawes, Jay Jackson (Chair), Moya Johnson, Frank Loreto, Bett Leverette, Tamara Smith, Clark Somerville, Sheila Taylor

**Staff Present:** Geoff Cannon, Jane Diamanti, Barb Elliott (Recorder), Clare Hanman, Mary Querques

Presentation by Clare Hanman, Technical Services Librarian: New HHPL Website

- G. Cannon introduced C. Hanman, HHPL's Technical Services Librarian who also served as Chair of the Website Development Committee. Other members of this committee were: Douglas Davey, Audrey Holt, Beverley King, Gord Lipp and Walter Lewis (until his retirement).
- C. Hanman provided an overview of the new HHPL website including a demonstration of the many new features and navigation tools that are now available. The official launch of the new website will take place on Tuesday, October 16<sup>th</sup>, which coincides with the start of Ontario Public Library Week.

**1.0 Approval of Agenda**

Additions:

- Business Arising 5.1.4) Capital Campaign – Public roll-out phase (MJ)
- New Business 10.4) Capital Campaign (LH)
- Librarians' Report 11.1.1) Open Hours Survey (GC)

Moved by J. Altobelli  
Seconded by C. Somerville  
**10/10/12-1**

That the agenda be approved.

**CARRIED**

**2.0 Declaration of pecuniary interest**

None.

**3.0 Minutes**

**3.1** September 12, 2012

Moved by M. Johnson  
Seconded by S. Taylor  
**10/10/12-2**

That the Minutes of September 12, 2012 be approved.

**CARRIED**

### 3.2 *In Camera* September 12, 2012

Moved by S. Taylor

That the *In Camera* Minutes of September 12, 2012 be approved.

Seconded by J. Altobelli  
10/10/12-3

**CARRIED**

### 4.0 Consent Agenda:

Moved by J. Altobelli

That Consent Agenda items:

- 4.1 Town By-law #2012-0070 re: Board members
- 4.2 Letter to Daryl Novak (Sept. 20, 2012) re: SOLS Education funding
- 4.3 GBPC Minutes: September 7, 2012
- 4.4 *Independent* article (Sept. 13, 2012): "Library campaign begins with \$150K Donation"
- 4.5 *New Tanner* articles (Sept 13, 2012): "Library annual report", "Paws to Read", "Library Notes"
- 4.6 *Toronto Star* article (Sept. 24, 2012): "One page at a time"
- 4.7 2011 Annual Report – Print version

be adopted.

Seconded by F. Loreto  
10/10/12-4

**CARRIED**

### 5.0 Business Arising

#### 5.1 GBPC Update 5.1.1 Construction Update

S. Taylor reported that she has received positive reports from *Melloul-Blamey* regarding the progress of construction:

- Regular on-site trades meetings continue to take place in order to review manpower and scheduling.
- Lower level washrooms (Adult Services) and third floor washrooms are almost complete.
- The tilers are expected to be working in the lower lobby washrooms for the next 2 weeks (painting and drywall in this area are finished) and will then proceed into the main lobby.
- Carpet installation is expected by mid-November.
- Drywall and ceiling work in the centre stairwell area are proceeding and once completed, the stairs will be installed.
- All areas in the three storey "tower" are almost complete and the focus is now on finishing the areas where shelving will be installed.
- It is expected that the building will be commissioned by December although *Melloul-Blamey* will still be on-site completing final finishing and clean-up work.
- Selection of all public area furniture has now been confirmed and costed.
- Staff furniture has been selected and the costing report is pending.
- Signage is now under consideration. Upon opening, interior signage will identify key service desk areas. Additional detailed signage will follow after the opening so that it can be properly positioned and kept to a minimum. Exterior signage is expected to be similar to that in Acton (brushed metal) with space below for (possible) conceptual banners.

- G. Cannon conducted a site tour for Mayor Bonnette and Councillor Fogal on September 28. G. Cannon noted that the Mayor had subsequently “tweeted” positive comments regarding the new facility.
- The easement landscaping plan is being developed and should be completed soon.
- The “green roof” is finished.

### 5.1.2 Project Budget Update

- S. Taylor reported that a detailed budget analysis had taken place in order to isolate which part of the project was responsible for the extra costs that had been incurred (i.e. Library, Cultural Centre or joint costs).
- J. Diamanti reviewed that approximately four per cent of the overall budget was allotted for the project contingency fund (\$550,000), which is considered small as typically, contingency funds are approximately ten to twelve percent of the budget.
- Currently there is a deficit of approximately \$150,000 resulting from \$995,000 in change orders which are related to:
  - \$145,000 in Town-directed additional costs, representing 14.6% of the change orders
  - \$510,021 in additional costs related to coordination and design as requested by the architects and trades, representing 51.2% of the total amount
  - \$251,950 in changes driven by site conditions (e.g. Theatre roof replacement, etc.) representing for 25.4% of the total amount.
  - \$88,500 in owner requested changes, representing 8.8% of the total amount.
- J. Diamanti also noted the percentage break down of change orders is currently: 27% Cultural Centre, 66% Library and 7% Shared.
- J. Diamanti felt that the current shortfall has been kept relatively low due to the construction management approach where savings that are realized during the construction process are put back into the project budget for use in other areas. It was also noted that the shortfall does not take into account monies raised through the Capital Campaign or funds that may become available through pending grant applications.

### 5.1.3 *In Camera* re: an identifiable individual/property

Moved by M. Johnson  
 Seconded by J. Altobelli  
**10/10/12-5**

That the meeting more *In Camera*.

**CARRIED**

Moved by S. Taylor  
 Seconded by J. Altobelli  
**10/10/12-6**

That the meeting move *Out of Camera*.

**CARRIED**

Rising Report:

- Information was received regarding an identifiable individual/property and a meeting that took place between the concerned parties. This issue remains ongoing.

#### 5.1.4 Capital Campaign – Public roll-out phase

- M. Johnson reported that to date \$387,000 has been raised during the quiet phase of the Capital Campaign, which represents approximately 39 per cent of the \$1Million goal. The public phase of the Campaign is now beginning and is being called “Per Chance to Dream”.
- Key Campaign points:
  - A donor wall is being planned in a visible area (for the names of donors who donate \$1,000 or more).
  - Theatre seat sale: 260 seats available for \$750 each (an opportunity to purchase a seat will first be provided to previous seat donors before they become available to the general public).
  - Library shelf sale: 500 shelves available for \$500 each (donors names will be placed on a plaque to be placed in the library)
  - Donors can also ‘buy a book’ for a \$25 donation.
  - Tax receipts will be provided to all donors.
  - Plans for Campaign publicity are now being developed. Publicity will note that theatre seats are not being sold in perpetuity.

### 6.0 Council Update

- C. Somerville reported that on October 5<sup>th</sup>, Town staff conducted the annual “3 Hour Tour” of Town facilities which included both Library branches.
- M. Johnson reported that the new CAO, David Smith, was welcomed to the Town on October 1<sup>st</sup>. J. Diamanti noted that Mr. Smith is familiar with libraries as he had previously worked for the Mississauga Library System.

### 7.0 Friends of the Library Update

- J. Altobelli reported that the Friends are considering ways to focus their energy in a new direction. It has been suggested that they develop of a strategic plan and this is currently under consideration. They are hoping to meet with A. Holt next year to explore possible methods for expanding their membership base.
- The Friends supported additional funding for the Ink Writing Project and also covered the additional costs for the One Book One Halton Hills program.
- Funding is being provided for the fireplace and screening for the renewed Georgetown Branch.
- B. Leverette felt that the Friends of the Library vision currently seems unclear and that this makes it difficult to justify the \$10 membership fee.

### 8.0 Community Connections Update

- J. Diamanti noted that she will be making a presentation regarding the Georgetown Branch Project to the Rotary Club on October 12<sup>th</sup> and highlighting the various giving opportunities that are now available through the Capital Campaign.
- J. Altobelli attended the Downtown Georgetown BIA meeting on October 9<sup>th</sup> where she heard a presentation regarding the ShopGeorgetown.ca website. It was noted that the BIA would like more information regarding the upcoming grand opening events. J. Diamanti responded that when more information becomes available, the BIA would be informed of all upcoming events.

## 9.0 Financial Report:

### 9.1 Accounts Payable

Moved by S. Taylor

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$967,304.59** as detailed in the Accounts Payable Check Report for week **#37 DATED September 13<sup>th</sup>, 2012** have been examined and are hereby confirmed for payment including expenses for the following employees:

Douglas Davey	\$99.28
Jane Diamanti	\$35.95

Seconded by C. Somerville  
**10/10/12-7**

**CARRIED**

Moved by F. Loreto

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$602,344.75** as detailed in the Accounts Payable Check Report for week **#40 DATED October 4<sup>th</sup>, 2012** have been examined and are hereby confirmed for payment including **VISA** purchases for **August 2012** and expenses for the following employees:

Elizabeth Debowy	\$146.65
Henrietta De'Ath	\$165.00
Vicki Firth	\$ 46.86
Mary Land	\$113.14
Christine Otto	\$165.00
Mary Querques	\$300.00
Sherry Van Dyk	\$ 24.48

Seconded by L. Hawes  
**10/10/12-8**

**CARRIED**

### 9.2 Month End Report (August)

- J. Diamanti reported that spending is very close to the projected target of 33% remaining.
- The Month End Report was received by the Board.

## 10.0 New Business:

### 10.1 Report: Status of Collections – update

- J. Diamanti presented the Status of Collections Report to provide an overview of the current collections and how they compare with the Ontario Public Library guidelines regarding the minimum holdings per capita.
- J. Diamanti asked the Board to consider the recommendation that the Operating Budget request for an additional \$25,000 in 2014 and the proposed increments of \$25,000 for each subsequent year until 2023. As well it was recommended that any increases to the annual provincial operating grant be used to support collection development.

- Discussion ensued and there was consensus that this report be presented to Council. It was suggested that the section regarding the use of Development Charges (DCs) include more detail regarding the fact that HHPL is the only Halton Region public library to use DCs to supplement collections annually, and to also include information regarding how other Halton Region public libraries utilize their DC funding.
- J. Diamanti will revise the report for inclusion as additional information with the Operating Budget package.

## 10.2 Report: Draft 2013 Operating Budget Package

J. Diamanti presented the 2013 Draft Library Objectives for Board consideration.

Discussion:

- C. Somerville suggested that it would be beneficial to detail the partnerships to be pursued in Acton (e.g. BIA, Seniors Centre, home-based businesses)
- F. Loreto asked for details regarding the new Integrated Library System (ILS). G. Cannon replied that in conjunction with our HALINET partners, the RFP for the new ILS will be issued in early 2013, followed by purchase in 2013. HHPL will be installing the new system in 2014.

J. Diamanti and M. Querques presented and reviewed the 2013 Draft Operating Budget for Board consideration. It was noted that the only budget increases are those which were directed by the Town and the pre-approved increases for the renewed Georgetown Branch.

Two Decision Packages were presented for discussion:

Monday Openings (\$131,000): Monday opening will improve access and maximize use of the renewed Georgetown Branch. During uncertain economic times, research shows that people want to visit their public libraries more – whether to stretch their recreation budget, find a job, learn new technical skills, or participate in programs. Past surveys have indicated that Monday openings would be very well received in Georgetown. (Results of the October 2012 survey will be added when available.)

If we were to instate Monday openings, we would be receiving a 14% increase in public services for 5% of the staff budget. This is a relatively cost effective way to enable public access to a full range of library services. Note that the amount of this request has increased from 2011 due to job re-evaluations and schedule changes to align staffing with current levels.

Discussion:

- J. Diamanti noted that so far, preliminary survey results seem to support Monday openings.
- It was suggested that for clarification it should be stated that this request represents modified Monday open hours of 1:00 – 8:30 p.m.

Library Materials (\$25,000 transfer to Capital Budget): The Library would like to add funds to the core collection budget, and reduce the reliance on development charges which are growth-dependent. It is recommended that the core collection budget be increased incrementally over a number of years. The amount proposed for 2013 is \$25,000. Approximately 1,000 items could be purchased with this amount.

## Discussion:

- J. Diamanti noted that the previously discussed Status of Collections report would be included with this submission in order to clarify the need for this request. J. Diamanti will also include wording as well as a reference to the report, in the decision package summary to note the fact that HHPL uses development charges in a much different way than the other Halton Region public libraries.

Moved by J. Altobelli

That the 2013 Draft Operating Budget Package be adopted in principle.

Seconded by T. Smith

**10/10/12-9**

**CARRIED**

- M. Querques will forward to the Board for information, the 2013 Operating and Capital Budgets Forecast Guidelines document which outlines the 'guideline items' to be included in the operating budget.

### 10.3 Report: 2013 Library Closures

G. Cannon presented the list of proposed 2013 Library Closures for Board consideration. It was noted that this list is based on the current hours of operation and if necessary, would be revised to reflect changes if Monday openings are approved.

Moved by S. Taylor

That the Board approve the proposed 2013 Library closures.

Seconded by F. Loreto

**10/10/12-10**

**CARRIED**

### 10.4 Capital Campaign

- L. Hawes discussed that he had previously expressed to J. Diamanti, concerns he had regarding the accounting processes for the current capital campaign. He reported that J. Diamanti and M. Querques had been able to answer all of his questions and that he now is very confident in the processes that have been put into place.

## 11.0 Librarians' Report:

### 11.1 Deputy Director of Library Services' Report

G. Cannon reported:

- The One Book One Halton Hills author event was very successful. G. Cannon thanked M. Johnson for introducing Terry Fallis at the beginning of the evening.
- "Book Club in a Bag" service has been launched. These kits are proving to be very popular with patrons. A list of titles is available on the HHPL website.
- There were a number of staffing changes during September. Melva Vail retired from her duties as Library Technician – Information Services and Darlene Green has moved from Children's Services to assume this position. Amanda Holmes has also been hired to fill the additional Library Technician – Information Services position for the new Georgetown facility.

### 11.1.1 Open Hours Survey

- G. Cannon reported that this survey began at the beginning of October and to date over 100 responses have been received. The survey will run until the end of October.

## 12.0 Next Meeting

November 7, 2012  
224 Maple Ave. – Georgetown  
Rectory  
7:00 p.m.

Moved by M. Johnson  
Seconded by J. Altobelli  
**10/10/12-11**

That the meeting be adjourned.

**CARRIED**