

Halton Hills Public Library Board

Wednesday, September 12, 2012

224 Maple Ave. - Rectory

7:00 p.m.

Minutes

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

Staff Present: Geoff Cannon, Jane Diamanti, Barb Elliott (Recorder)

Regrets: Allan Ewing, Jay Jackson

F. Loreto welcomed Tamara Smith to the Library Board.

1.0 Approval of Agenda

Additions/Changes requested:

- Consent Agenda 4.9) *Municipal World* article (Sept. 2012): "Next Generation Public Libraries" (JD)
- Consent Agenda 4.10) *Independent* article (Sept. 6. 2012): "Paws to Read at the library" (JD)
- Consent Agenda 4.11) Media Release (Sept. 19. 2012): "Sisnett Family Kicks off..." (JD)
- Consent Agenda 4.12) HHPL Second Quarter Report (JD)
- Consent Agenda 4.13) HHPL Second Quarter Statistics (GC)
- Business Arising 5.1.3) *In Camera* – S. Taylor to report in place of J. Diamanti

Moved by S. Taylor
Seconded by J. Altobelli

That the agenda as amended, be approved.

09/12/12-1

CARRIED

2.0 Declaration of pecuniary interest

None

3.0 Minutes

3.1 June 13, 2012

Moved by M. Johnson
Seconded by B. Leverette

That the Minutes of June 13, 2012 be approved.

09/12/12-2

CARRIED

3.2 *In Camera* June 13, 2012

Moved by J. Altobelli
Seconded by M. Johnson

That the *In Camera* Minutes of June 13, 2012 be approved.

09/12/12-3

CARRIED

4.0 Consent Agenda:

C. Somerville requested item 4.6) GBPC Minutes (August 17, 2012) be removed for discussion.

Moved by C. Somerville

That Consent Agenda items:

- 4.1 Letter of Resignation from Jeremy Beal (July 18, 2012)
- 4.2 Letters to Daryl Novak (July 26 & 30, 2012) re: SOLS Education Fund
- 4.3 Letter to Mr. David Smith (Aug. 14, 2012)re: Welcome
- 4.4 GBPC Minutes: June 1, 2012
- 4.5 GBPC Minutes: July 6, 2012
- 4.7 Board Contact List (revised September 4, 2012)
- 4.8 *New Tanner* photo (July 12, 2012) re: "LEED Certified"
- 4.9 *Municipal World* article (Sept. 2012) re: "Next Generation Public Libraries"
- 4.10 *Independent* article (Sept 6, 2012) re: "Paws to Read at the library
- 4.11 Media release (Sept. 19, 2012) re: "Sisnett Family Kicks off Library/Cultural Centre Campaign with \$150,000 donation"
- 4.12 HHPL Second Quarter Report
- 4.13 HHPL Second Quarter Statistics

be adopted.

Seconded by M. Johnson
09/12/12-4

CARRIED

4.6) GBPC Minutes: August 17, 2012

- C. Somerville requested further information regarding the status of the \$100,000 budget deficit reported in these minutes under item 5.2) Budget update.
- J. Diamanti replied that currently, the forecasted combined Library/Cultural Centre deficit is \$144,000. Much of this shortfall is due to unexpected overruns in costs related to essential items (flooring and lighting) and to the remediation of existing structural conditions (replacement of the Theatre roof). J. Diamanti added that there is still approximately \$150,000 in the contingency fund and that the current deficit does not take into account any monies raised through future fundraising activities.
- J. Diamanti noted that the Capital Campaign will soon be launched where it is anticipated that at least an additional \$100,000 for the Library through the "Support a Shelf" initiative may be raised. As well, it is hoped that additional funding will become available for the Cultural Centre through the Cultural Spaces grant (up to \$652,313) and Community Infrastructure Improvement Fund grant (up to \$425,000).

Moved by C. Somerville

That Consent Agenda item 4.6) GBPC Minutes:
August 17, 2012 be adopted.

Seconded by M. Johnson
09/12/12-5

CARRIED

5.0 Business Arising

5.1 GBPC Update

5.1.1 Construction Update

- S. Taylor reported that construction is progressing well:
- Drywall work is being completed in the library's lower level washroom areas and then the ceramics will be installed.
 - An additional drywall crew is now completing work in the theatre loading dock area. Rough-in work is being completed for the light fixtures and the installation of sprinklers and duct work.
 - Construction offices have moved from the Gallery into the Technical Services area so that work can begin in the Gallery space.
 - Painting of the third floor administration area is almost finished.
 - Carpet tiles are expected to be delivered in 6 weeks.
 - Frames for the glass walls are expected to be delivered by the end of September.
 - There was a concern regarding the delivery date of the light fixtures (end of November) but delivery is now expected by the end of October.
 - Elevator installation work will begin in 1 – 2 weeks and should take approximately 6 - 8 weeks.
 - Substantial completion of the project is expected by the end of November/early December so that move-in can take place during December in anticipation of opening to the public in January.
 - The Grand Opening has been scheduled for January 25 (VIP Gala) and January 26 (Public opening and ribbon cutting).
 - C. Somerville asked if the lease for the temporary site will cover the time it takes to move into the new building. J. Diamanti replied that the current lease expires at the end of December 2012 but can be renewed on a month to month basis if required.

5.1.2 Project Budget Update (July)

- Discussed under Consent Agenda 4.6.

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

Moved by J. Altobelli
 Seconded by B. Leverette
09/12/12-6

That the meeting move *In Camera*
CARRIED

Moved by C. Somerville
 Seconded by S. Taylor
09/12/12-7

That the meeting move *Out of Camera*
CARRIED

Rising Report:

- Information was received regarding two issues involving identifiable individuals and/or properties:
 - Issue #1: Information was received regarding a fencing issue.
 - Issue #2: Information was received regarding an identifiable individual/property and a meeting between the concerned parties.

5.2 Personnel Policy – Revisions

5.2.1 Report: Vacation Entitlement

- J. Diamanti presented this report for Board consideration, where it was recommended that the incremental increases to the vacation entitlement for Town staff which were approved by Town Council on June 25, 2012 also be approved for Library staff.

Moved by C. Somerville

That the vacation entitlement policy changes approved by Town Council on June 25, 2012 be approved for Library staff.

Seconded by S. Taylor
09/12/12-8

CARRIED

5.2.2 Draft Revisions

- J. Diamanti noted that these revisions were first presented at the June meeting and that the Board had decided to hold off on approval until the report regarding vacation entitlement was presented. In addition, G. Cannon requested that the Board also consider amending the Probationary Period Policy outlined in Article 4 to state “The Probationary period for new employees is ninety (90) calendar days, **subject to change at the discretion of the Director of Library Services**”. This additional revision was requested in order to facilitate the hiring/training of new staff for the Georgetown Branch who will not be working in the branch until it opens in January 2012.

Moved by M. Johnson

That the Library Personnel Policy revisions be approved.

Seconded by J. Altobelli
09/12/12-9

CARRIED

5.3 Interim Strategic Plan – update

- J. Diamanti reported that members of the Leadership Team (LT) have been meeting regularly to review the information from the Strategic Planning Workshop and other research, and have begun formulating draft goals and objectives for an Interim Strategic Plan. The Interim Plan will serve us until a more comprehensive refreshment of the Library’s Strategic Plan is done in 2015. To date, five goals have been developed to reflect and respond to the current operating environment and the LT is now drafting the associated objectives along with a detailed implementation plan for each objective.

The next step will be to review and fine-tune the content of the current Strategic Plan completed in June 2004 in order to integrate the new goals and objectives. As well, the current Library Vision and Mission will be reviewed to determine recommendations for any refinements that may be required. It is expected that the draft Interim Strategic Plan will be presented to the Board for review in November and it is hoped that the Board will be able to endorse a revised Plan by year-end.

6.0 Council Update

- M. Johnson reported that preliminary budget meetings for 2013 have started.
- C. Somerville noted that the new Town CAO, David Smith, will be starting on October 1st and suggested that the Board invite him to attend a future Board meeting. J. Diamanti noted that she would be meeting with Mr. Smith on October 4th and will extend an invitation at that time.
- F. Loreto reported that he had presented the Library's Annual Report to Council at their August 27th meeting. He noted that attendance by Board members was very low and encouraged members, if at all possible, to attend future events of this nature. It was discussed that attendance may be better and that this report may be more relevant if it were presented earlier in the year. It was suggested that consideration be given to preparing a different type of presentation which could be brought to Council during April or May when more Board members and staff may be available to attend. J. Diamanti will investigate alternative types of presentations.
- M. Johnson reported that the kick-off for the public phase of the Georgetown Branch Library/Cultural Centre Project Capital Campaign had taken place at this week's Council meeting with the presentation of \$150,000 by the Sisnett family. More detailed information regarding the public phase of the Campaign will be released soon. J. Diamanti added that funds raised for the Library will be used to support the Seniors' Lounge, furnishings for the Children's area and archival shelving in the Georgetown Branch, as well as a reading deck and outside marquee at the Acton Branch.

7.0 Friends of the Library Update

- J. Altobelli reported that the Friends will be having a meeting tomorrow evening and that she would report back to the Board in October.
- B. Leverette asked for clarification regarding how the booksale bins in the branches are stocked. G. Cannon referred to the Board's donation policy and explained that sale books generally come from donations and library discards.

8.0 Community Connections Update

- J. Diamanti reported that she would be arranging tours of the new facility for members of the Downtown Georgetown BIA. It was also noted that the BIA is very interested in working together on joint programming initiatives.
- J. Altobelli noted that she had attended the BIA meeting several months ago but had not yet been notified about the date of the next meeting. J. Diamanti will find out the next meeting date and forward it to J. Altobelli.
- B. Leverette suggested that in order to expand our partnership with the BIA, consideration be given to allowing local merchants to use one of the display cases. J. Diamanti will further explore this idea.

- G. Cannon reported that the Adult Services Librarian, Beverley King has arranged for the Chamber of Commerce to hold their *Business After 5* event at the Georgetown Branch in February 2013. This would allow for additional promotion of the resources that the library has to offer the small business community.

9.0 Financial Report:

9.1 Accounts Payable

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$18,181.76** as detailed in the Accounts Payable Check Report for week **#25 DATED June 21st, 2012** have been examined and are hereby confirmed for payment including expenses for the following employees:

Geoffrey Cannon	\$ 32.64
Jane Diamanti	\$ 75.23
Barbara Elliott	\$ 78.11
Darlene Green	\$209.05
Clare Hanman	\$809.86
Lisa Hunziger	\$ 98.50
Kate Sims	\$ 68.34
Sherrie Van Dyk	\$330.00
Marie Vickery	\$216.24

Seconded by C. Somerville
09/12/12-10

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$863.817.93** as detailed in the Accounts Payable check Report for week **#26 DATED June 28th, 2012** have been examined and are hereby confirmed for payment including expenses for the following employee:

Andrea Schiller	\$ 65.79
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Seconded by J. Altobelli
09/12/12-11

CARRIED

Moved by M. Johnson

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$19,614.51** as detailed in the Accounts Payable Check Report for week **#29 DATED July 19th, 2012** have been examined and are hereby confirmed for payment including **VISA** purchases for **May 2012** and expenses for the following employees:

Jane Diamanti	\$ 49.62
Vicki Firth	\$160.10
Clare Hanman	\$ 30.60
Lisa Hunziger	\$ 70.07
Beverley King	\$121.38
Sherry Farago	\$292.35

Seconded by C. Somerville
09/12/12-12

CARRIED

Moved by S. Taylor

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$836,389.19** as detailed in the Accounts Payable Check Report for week **#31 DATED August 2nd, 2012** have been examined and are hereby confirmed for payment including **VISA** purchases for **June 2012** and expenses for the following employees:

Sarah Brewerton	\$144.90
Geoffrey Cannon	\$ 46.92
Audrey Holt	\$648.30

Seconded by B. Leverette
09/12/12-13

CARRIED

Moved by S. Taylor

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$28,453.06** as detailed in the Accounts Payable Check Report for week **#34 DATED August 23rd, 2012** have been examined and are hereby confirmed for payment including **VISA** purchases for **July 2012** and expenses for the following employees:

Barbara Elliott	\$ 18.98
Vicki Firth	\$ 43.86
Sherry Farago	\$105.00
Susan Sinclair	\$ 16.32
Marie Vickery	\$164.49

Seconded by B. Leverette
09/12/12-14

CARRIED

9.2 Month End Report (June, July)

Moved by C. Somerville

That the Month End Reports for June 2012 and July 2012 be received.

Seconded by M. Johnson
09/12/12-15

CARRIED

10.0 New Business:

10.1 2013 Capital Budget

- J. Diamanti presented the draft 2013 Library Capital Budget and Forecast for Board consideration noting two requests for 2013:
 - Library Materials – Operating (\$194,000)
 - This represents the transfer of materials costs from the Operating to Capital budget as per PSAB requirements. There is an additional \$25,000 requested as per the Board-approved strategy to build the core materials budget and reduce reliance on development charges.
 - Library Materials 2013 (Development Charges) (\$130,000)
 - It was noted that Development Charges have traditionally funded approximately 50% of the total collections budget and that due to low growth, funding from this source may not be available in future years.
 - Financing for this request would be split between the Capital Reserve (\$13,000) and the Library Services account (\$117,000)
- G. Cannon discussed that the Integrated Library System (ILS) is scheduled for replacement in 2014 and will be done in partnership with other HALINET libraries. The RFP for the new system will be brought to the Board for approval early in 2013.

Moved by J. Altobelli

That the draft 2013 Capital Budget and Forecast be approved.

Seconded by T. Smith
09/12/12-16

CARRIED

10.2 Hours of Opening Survey

- J. Diamanti presented the draft Hours of Operation Survey for Board consideration noting that this type of survey is typically done every few years to measure patron satisfaction with open hours. It was noted that at the time of the last survey, it was expected that the Georgetown Branch would be open on Mondays and therefore that did not appear as an option. Monday opening has been added to the current list of options. It is expected that the survey (online and in-branch) will run when the new website is launched at the end of September.
- Discussion ensued and J. Diamanti will incorporate a number of suggested changes into the survey.
- C. Somerville suggested that the availability of the survey be announced at Council as well as in the regular *Independent* article by C. Hanman.

10.3 Charitable Organization Status

- G. Cannon asked the Board to consider that the Library seek formal designation as a charitable organization. He explained that this designation would be beneficial as it would allow us to solicit donations and provide charitable tax receipts online (e.g. via Canada Helps) and would also facilitate credit card donations, which we are currently unable to process. It was noted that there would be costs involved for extra work required in the yearly auditing process and the small service charge from the online service provider.
- Discussion ensued and it was decided that for now, the Library would not apply for charitable status but may consider it again at a future date. For the current Capital Campaign, the Town's website being set up for this purpose will be used for larger donations (e.g. shelf sale) and the Library would continue to use the Friends of the Library site for smaller donations. There was some concern that using the Friends of the Library site may not seem to have the transparency of a dedicated Library site but it was felt that if options for donations are clearly stated, people would understand how and by whom, their donation would be used.
- There was some discussion about the feasibility of long-term use of the Friends site for future fundraising as the type and/or size of the campaign may have financial/accounting repercussions for the Friends.

10.4 Board Dinner with Council

- J. Diamanti discussed with the Board that it is again time to host our annual pre-Council meeting dinner with Council. This would provide an informal opportunity for Board members to discuss library issues with members of Council and the Senior Management Team.
- B. Elliott will check with the Town Clerk to see if this could be scheduled for either November 12th or 26th and report back to the Board.

11.0 Librarians' Report:

11.1 Deputy Director of Library Services' Report

G. Cannon reported:

- The launch for the Talking Tech phone automation system has been slightly delayed due to problems with connections to Horizon.
- As noted under item 10.1, the RFP for the new Integrated Library System will be issued in January 2013. This will be followed by a number of demonstrations by vendors.
- Melva Vail, who currently works in the Inter-Library Loan Department, will be retiring at the end of September after 13 years of service with HHPL. Interviews are underway to find Melva's replacement and the successful candidate will be announced shortly.
- During the summer, there was a water leak in one of the book storage rooms of the temporary facility. This resulted in significant damage to a number of stored items. The loss is currently estimated to be in the neighbourhood of \$40,000. G. Cannon is working on the insurance claim with Town staff.

12.0 Next Meeting

Wednesday, October 10, 2012
7:00 p.m.
Acton Branch – Children’s Program Room

***Note: It was agreed that the November Board meeting would be changed from November 14th to November 7th (7:00 p.m. – 224 Maple Ave.) due to Town budget deliberations scheduled for November 14th.**

Moved by S. Taylor
Seconded by J. Altobelli
09/12/12-17

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.