

**Halton Hills Public Library Board**

Wednesday, November 11, 2020

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Betsy Cospers, Larry Hawes, Matt Kindbom, Ann Lawlor, Keith Medenblik, Joanna Meler, James Schumacker, Tamara Smith (Chair), Marilyn Willis

**Staff Present:** Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King, Mary Land, Mary Querques, Melanie Southern

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by J. Meler

That the agenda be approved as presented.

Seconded by L. Caissie

**11/11/20-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes of October 14, 2020**

Moved by B. Cospers

That the Minutes of October 14, 2020 be approved.

Seconded by J. Schumacker

**11/11/20-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by K. Medenblik

That Consent Agenda items:

**5.1** HHPL Media Release (Nov. 2, 2020) re: HHPL Unveils Online Exhibit to Honour...

**5.2** Theifp.ca article (Nov. 2, 2020) re: 'An extraordinary life': Library unveils online...

be approved.

Seconded by M. Kindbom

**11/11/20-3**

**CARRIED**

## 6.0 Correspondence

- None

## 7.0 Business Arising

- None

## 8.0 Council Update

- It was reported that due to general future uncertainties related to the COVID-19 pandemic, the budget request for year-round Sunday openings will not be approved. It was also noted that for now, many Town staff vacancies are not being filled.

## 9.0 Friends of the Library Update

- M. Southern reported that the Friends book bag project is now back on track.

### 9.1 Board Representation

- As there were no volunteers, Board representation on the Friends of the Library will be discussed again at the December Board meeting.

## 10.0 Community Connections Update

- None

## 11.0 Financial Report

### 11.1 Month End Report (September)

- M. Southern reported that as expected, the Library is approximately 13% under budget as of the end of September. This is primarily due to a decrease in wages during the COVID-19 emergency closure period.
- The current fines-free period due to the pandemic is scheduled to end in December. Discussions are underway regarding possible ways to mitigate undue hardship on patrons who may be affected by reinstating of adult fines during pandemic. A report regarding the impact of not collecting fines will be presented to the Board in the near future.
- The Month End Report was received as information.

## 12.0 New Business

### 12.1 Report No. LBD-2020-015 re: Chief Librarian's Report – November 2020

- M. Southern presented the Chief Librarian's Report for November and noted a number of highlights during the past month:
  - The Francophone Community Grant application submitted jointly by the Library and Cultural Services was approved. Funding of \$49,114 will be used to expand programming, services and collections to meet the needs and interest of the Halton Hills' Francophone community.

- In collaboration with the Georgetown BIA, library staff installed a Family Halloween Storywalk in participating storefront windows during October 23-31.
- The Ministry of the Attorney General Virtual Court Program will be available to residents at both branches beginning in November. This expanded access to the Case Management Court will provide residents with the option to attend their virtual court appointment within the community. B. King confirmed that the library is currently not being compensated for providing this service. The Board suggested that in the future, the library may wish to consider requesting compensation from the Attorney General's office to cover the costs of providing this service.
- A number of staff were the recipients of recent awards through the Town's 'Our Thanks to You' program:
  - Children's and Youth Services Library Associates won the Innovation Award, for their work early in the pandemic to quickly provide new and innovative online programs.
  - Community and Adult Services staff responsible for implementing curbside pick-up received the Behind the Scenes Award, for developing the processes and expanding service to patrons.
- Douglas Davey, Manager of Children's and Youth Services, submitted his resignation and has accepted a position at Whitchurch-Stouffville Public Library. The Board wished Mr. Davey well in his new position and thanked him for his many years of dedicated service at HHPL.

#### **12.2 Report No. LBD-2020-016 re: Quarter 3 Metrics Report**

- M. Southern presented the Quarter 3 Metrics Report to provide information about patron usage of HHPL's collections, programs and services during the third quarter of 2020 as compared to the same period in 2019 and 2018, and to also illustrate the impact that the pandemic has had on usage. In general, the statistics show that year-to-date usage in most categories decreased in 2020, with a noted exception in program attendance. Early in the pandemic, staff replaced cancelled in-person programs with online programming, which proved to be very popular, as shown by an increase of 215.2% in program attendance.
- M. Southern also reported that while year-to-date circulation of physical items has shown a marked decrease (-49.8%) from 2019, digital circulation increased by a similar (47.2%). It was noted that while the 2020 year-to-date in-person visits have decreased by 62%, there is a trend showing that visits are incrementally returning toward pre-pandemic numbers.
- It was noted that website visits have decreased, which appears to conflict with other online usage statistics. C. Hanman clarified that this is a reflection of changes to program registration procedures due to the pandemic, and the fact that many patrons viewed programs directly from YouTube rather than going

through the HHPL website. Staff is working to capture this usage for inclusion in future reports.

**12.3** Report No. LBD-2020-014 re: 2021 Key Agenda Items

- M. Southern presented for Board consideration, a suggested schedule of anticipated reports, and a number of presentations of interest to be presented during 2021. It is expected that as a living document, dates may be adjusted and that additional reports may be brought forward as required or requested by the Board.
- The Board requested the schedule be amended to include reports regarding:
  - A review of Ministry statistics for comparator libraries
  - HHPL Marketing
  - The proposed Annual Giving Program
  - The Board policy review process

Moved by J. Schumacker

That Report No. LBD-2020-014 dated November 6, 2020 regarding the 2021 Key Agenda Items be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Key Agenda Items for 2021 as amended;

AND ALSO THAT the Board directs the Chief Librarian to develop a schedule to begin the Board policy review process during 2021, and that the proposed schedule will be reviewed at the December Board meeting.

Seconded by B. Cospers

**11/11/20-4**

**CARRIED**

**12.4** Report No. LBD-2020-012 re : One Book One Halton Hills, 2020 Overview

- M. Southern presented the One Book One Halton Hills 2020 Overview report for activities related to this year's One Book, "Recipe for a Perfect Wife" by Karma Brown. In addition to the online author talk by Karma Brown, several theme-related programs were developed including Instagram trivia posts, and several YouTube lectures: one by the Georgetown Horticultural Society and another by Dr. Rebecca Beausaert about women's culinary labour. While attendance was lower than previous years due to the pandemic, participant surveys provided much positive feedback.

**12.5** Report No. LBD-2020-013 re: 2020 Summer Reading Programs

- M. Southern reported that the 2020 Summer Reading Programs were all presented online and offered a number and variety of programs and activities for all age groups. Though participation levels were lower than previous years, programs were very well received by participants of all ages with 98% of survey respondents reporting that they were either 'satisfied' or 'very satisfied' with the programs.

**12.6** Report No. LBD-2020-011 re: Culture Days, 2020

- M. Southern discussed that the theme for Culture Days 2020 was 'Unexpected Intersections' and provided a summary of how the Library had participated in this year's extended celebrations by organizing 13 events of the 76 Culture Days programs. Among the Library programs attended by over 1100 participants were the Moccasin Identifier Project, digital jigsaw puzzles, video storytimes, author visit by Michelle Good, Sushi Pom-Pom Bookmark kits for teens, arts and culture themed Virtual Trivia Night, and a virtual French movie night.
- The Library's Moccasin Identifier Project program has been nominated for the People's Choice Award.

**13.0 Health & Safety Report**

- M. Southern reported that there had been no Health & Safety incidents since the October Board meeting.

**14.0 Next Meeting**

Wednesday, December 9, 2020

7:00 p.m.

Zoom Videoconference

**15.0 Adjournment**

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by K. Medenblik

**11/11/20-5**

**CARRIED**

The meeting adjourned at 8:39 p.m.

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

Tamara Smith, Chair  
Halton Hills Public Library Board

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

Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: December 9, 2020

DATED: December 9, 2020