

**Halton Hills Public Library Board**

Wednesday, December 9, 2020

Zoom Video Conference

7:00 p.m.

**Minutes**

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

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

**Regrets:** Larry Hawes

**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 M. Kindbom

That the agenda be approved as presented.

Seconded by T. Brown

**12/09/20-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of November 11, 2020**

Moved by K. Medenblik

That the Minutes of November 11, 2020 be approved.

Seconded by M. Willis

**12/09/20-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by M. Kindbom

That Consent Agenda item:

**5.1** Independent article (Dec. 3, 2020) re: Library offering space to access Virtual Court Sessions be approved.

Seconded by L. Caissie

**12/09/20-3**

**CARRIED**

**6.0 Correspondence**

- None received

**7.0 Business Arising**

**7.1** Report No. LBD-2020-019 re: 2021 Key Agenda Items-revised

- M. Southern presented the revised schedule of Board Key Agenda Items for 2021, noting that the recommended additions and changes were highlighted in the report.
- M. Southern suggested that the Board Policy Review be formatted so that related policies are grouped and reviewed together (e.g. in year one, all “Governance” policies would be reviewed at the same time). In March 2021, M. Southern will provide a report outlining the details for the suggested policy review process.

#### **7.2 2021 OLA Superconference**

- M. Southern noted that the 2021 OLA Superconference will be held virtually from February 2-6. Board members can review the schedule online, and those interested in attending were asked to contact B. Elliott by December 15<sup>th</sup>.

#### **8.0 Council Update**

- T. Brown reported that the 2021 budget will be presented to Council on December 14 for final approval.

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

##### **9.1 Board Representation**

- J. Meler volunteered to be the Board representative for the Friends of the Library.
- M. Kindbom will provide J. Meler with the details of this position.

#### **10.0 Community Connections Update**

- None

#### **11.0 Financial Report**

##### **11.1 Month End Report (October)**

- M. Southern reported that spending is still slightly under budget, primarily due to the decrease in wages during the COVID-19 emergency closure period.
- The summer grant student has been hired for 16 weeks. The timing of this position was delayed this year due to the pandemic.
- It was noted that as there had been no fines charged since the beginning of the pandemic in March, and that year-to-date fines revenue is down approximately 75%.
- The Month End Report was received as information.

#### **12.0 New Business**

##### **12.1 Report No. LBD-2020-018 re: Chief Librarian’s Report - December 2020**

- M. Southern presented the December Chief Librarian’s Report, noting several highlights during the past month:
  - As the library is a very low risk environment, the recent move by Halton Region to the Provincial Red Zone has not required any significant change

to our current operation protocols. Staff has reviewed changes that would be required if there is a move to the Provincial Grey Zone and is making preparations accordingly. It is expected that HHPL would remain open and provide contactless borrowing, and modified in-person services such as computer use.

- Positive feedback from the public has been received regarding the construction of the Library and Cultural Centre Plaza.
- On December 1<sup>st</sup>, the Georgetown Branch Internet service was upgraded. This upgrade will provide better service for in-house wi-fi users, virtual library programs, and allow for service in the Plaza area.
- A number of staff recently participated in Design Thinking training which will enhance staff's approach to innovative processes.

Discussion:

- With respect to Red Zone protocols, a concern was expressed around air circulation in the branches. B. King noted that Facilities staff have provided assurances that there are no HVAC concerns with respect to circulation of the COVID-19 virus.

**12.2** Report No. LBD-2020-017 re: Extending the fines-free period

- C. Hanman presented for Board consideration, Report No. LBD-2020-017 regarding extension of the fines-free period which will expire on December 31. In light of the fact that the pandemic is ongoing, it was proposed that the fines-free period be extended in order to ease financial strain that many library patrons are experiencing.
- Discussion ensued with the following motion being presented:

Moved by T. Brown

That Report No. LBD-2020-017 dated December 3, 2020 regarding the fines-free period during the COVID pandemic be received:

AND FURTHER THAT the Library continues not to charge fines until April 30, 2021;

AND FURTHER THAT the Library will bring this matter back before the Board at the April 14, 2021 Board meeting for further consideration.

Seconded by M. Kindbom

**12/09/20-4**

**CARRIED**

As staff would be leaving the meeting during the In Camera session, there was general consensus to bring Item 13.0) Health & Safety Report forward.

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

C. Hanman, B. King, and M. Querques left the meeting.

**12.3 In Camera**

Moved by M. Willis  
Seconded by B. Cospier  
**11/11/20-5**

That the meeting move In Camera.

**CARRIED**

Moved by M. Kindbom  
Seconded by T. Brown  
**11/11/20-6**

That the meeting move Out of Camera.

**CARRIED**

Rising Report:

- The Board reported that information was received regarding staffing matters. At this point B. Elliott and M. Southern left the meeting.
- The Board discussed the policy around board succession and terms of office for the Chair and Vice Chair.

**13.0 Health & Safety Report**

- Previously discussed.

**14.0 Next Meeting**

Wednesday, January 13, 2021  
Zoom Video Conference  
7:00 p.m.

**15.0 Adjournment**

Moved by M. Willis  
Seconded by L. Caissie  
**11/11/20-7**  
The meeting adjourned at 8:59 p.m.

That the meeting be adjourned.

**CARRIED**

**Signed:** \_\_\_\_\_  
Tamara Smith, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: January 13, 2021  
DATED: January 13, 2021