

Halton Hills Public Library Board

Wednesday, February 10, 2021

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: Barb Elliott (Recorder), Clare Hanman, Beverley King, 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

- L. Caissie requested the addition of New Business 12.8) OLA Super Conference Feedback.

Moved by M. Kindbom

That the agenda be approved as amended.

Seconded by M. Willis

02/10/21-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 January 13, 2021

Moved by T. Brown

That the Minutes of January 13, 2021 be approved.

Seconded by J. Meler

02/10/21-2

CARRIED

4.2 In Camera January 13, 2021

Moved by M. Willis

That the In Camera Minutes of January 13, 2021 be approved.

Seconded by B. Cospers

02/10/21-3

CARRIED

5.0 Consent Agenda

Moved by K. Medenblik

That Consent Agenda items:

5.1 Media Release (Feb. 4, 2021) re: Halton Hills Public Library Awarded Francophone Grant

5.2 Independent article (Feb. 4, 2021) re: Town Unveils Black History Month Programs

be approved.

Seconded by J. Schumacker

02/10/21-4

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Report No. LBD-2021-007 re: Staffing Review

- M. Southern presented for information, Report No. LBD-2021-007 which summarized the new staffing structure as presented at the February Board meeting. The new structure will address issues around workload alignment, workload focus, additional support where needed, and eventually provide opportunity for new positions by:
 - Amalgamating programming staff who will now report to one manager
 - Centralizing Collections to provide staff with the ability to focus on this key element of library service
 - Providing additional support to the Manager of Business Services and Marketing and Communications Specialist
 - Eventually providing for a new position to allow greater emphasis on technology and maker equipment, and related programming.
- M. Southern will report back with updates as changes and new positions progress.

7.2 2021 Draft Library Board Objectives and 2021 Library Work Plan

- L. Caissie provided a draft list of 2021 Board Objectives that was prepared in consultation with B. Cospier and A. Lawlor, and based on discussions at the January Board meeting.
- The Board acknowledged that attaining all goals this year may again prove challenging due to the ongoing challenges of COVID-19.
- It was agreed to amend the third objective (bullet 3), to reflect that an annual giving campaign strategy would be developed in preparation for a future campaign launch.
- M. Southern confirmed that the Board's proposed objectives and the amended 2021 Work Plan are aligned.

Moved by K. Medenblik

That the 2021 Board Objectives be approved as amended.

Seconded by L. Caissie

02/10/21-5

CARRIED

8.0 Council Update

- A. Lawlor noted that the Town's Economic Development and Tourism Strategy was recently introduced to Council and that many of the recommendations may affect the Library.

9.0 Friends of the Library Update

- M. Southern reported that no updates were available.

10.0 Community Connections Update

- T. Smith noted the recent announcement about the Provincial Government investment to provide library broadband in underserved communities. M. Southern commented that this initiative may eventually recognize the local underserved pockets surrounding Halton Hills, and that this in effect, affirms the recent work of HHPL in providing additional hotspots for patrons, and the upgrading of in-house Wi-Fi service.

11.0 Financial Report

11.1 Preliminary Year End Report

- M. Southern reported that as expected, there will be a surplus of approximately 12.1% which is primarily due to the decrease in wages during the COVID-19 emergency closure period. It is expected that any surplus funds would be transferred to the Library Capital Account.
- The Preliminary Year End Report was received as information.

12.0 New Business

12.1 Board Succession

- T. Smith provided additional information to Board members about the roles and responsibilities of the Board Chair. T. Smith stated that as per Article 11 of the Board Bylaws, elections for the offices of Chair and Vice-Chair are to be held at the end of two years into the four year Term, and that elections will be held at the beginning of the March 10, 2021 Board meeting. Board members were encouraged to consider nominations for these positions.

12.2 Report No. LBD-2021-003 re: Chief Librarian's Report – February 2021

- M. Southern discussed highlights from the February 2021 Chief Librarian's Report:
 - In honour of Black History Month, HHPL and the Town are offering a number of programs and events.
 - On Family Day, the library will be open for curbside pick-up only. Weekend activities offered in coordination with the Town include a variety of intergenerational activities such as digital jigsaw puzzles, Escape Room kits, Grab and Go kits and a bilingual scavenger hunt.

12.3 CULC-CBUC Statement on Race and Social Equity

- M. Southern presented the CULC-CBUC Statement on Race and Social Equity and suggested that the Board may wish to consider endorsement of this statement as a show of support for racial and social equity and inclusion in the community.

Moved by M. Kindbom

That the Halton Hills Public Library Board endorse the CULC-CBUC Statement on Race and Social Equity.

Seconded by J. Schumacker

02/10/21-6

CARRIED

12.4 Report No. LBD-2021-004 re: Expanding Fine and Fee Elimination to Include Children and Youth – Follow-up Report

- M. Southern provided for information, the follow-up report to the 2019 initiative to expand the elimination of fines for children under 3 years to include anyone under the age of 18.
- Statistics evaluated for this report were for the period of July to December 2019, as 2020 statistics were not available due to the pandemic emergency closure. It was found that during the evaluation period, there was no increase in the number of child and teen memberships, or an increase in circulation of materials to these age groups. Regardless, staff still supports a fines-free approach. It was noted that the current fines-free initiative due to the pandemic does not seem to be affecting the timely return of materials to the library.

12.5 Report No. LBD-2021-005 re: 2020 Year End Metrics Report

- M. Southern presented the fourth quarter statistical report which included year over year comparisons and information about patron usage of the Library's collections, programs, and services. In general, the pandemic has negatively impacted annual usage although it appears that negative trends are slowing. While the circulation of physical items in 2020 fell by 42% from 2019, it was noted that digital items circulation increased by 40%. Also, while there were comparatively few in-person programs during 2020, program attendance increased by 160%. This increase is likely due to the introduction of, and positive response to virtual programming, and these positive numbers seem to indicate that patrons are adapting to the changes in how many services are being delivered.

12.6 Report No. LBD-2021-008 re: Library Comparator Statistics

- M. Southern presented the Library Comparator Statics report which compares HHPL's performance metrics with those of other area libraries who have similar populations and per capita support, and was compiled using information that is gathered annually by the Ministry of Heritage, Sport, Tourism and Culture Industries. It was noted that HHPL compares favourably in most categories and ranked first in the total number of reference transactions per week. M. Southern

explained that many reference transactions are related to technology questions and requests for assistance with electronic devices, an area of customer service on which staff are particularly focused.

12.7 Report No. LBD-2021-006 re: HHPL 2020 Library Accomplishments and Successes

- M. Southern shared the 2020 Library Accomplishments and Successes report which highlighted the numerous HHPL achievements made in services and programming over the past year despite the challenges of the pandemic.
- Staff will explore ways this report may be shared.
- T. Smith requested that M. Southern pass on the Board's congratulations to staff for their achievements in 2020.

12.8 OLA Super Conference Feedback

- Board members and staff who attended the virtual OLA Super Conference shared information and their comments on sessions attended. It was noted that this year's online conference did not allow for the normal spontaneous discussions that often follow many presentations, and that attendees are able to re-watch or attend recorded sessions they missed, until August 31.

13.0 Health & Safety Report

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

14.0 Next Meeting

Wednesday, March 10, 2021

7:00 p.m.

Zoom Video Conference

15.0 Adjournment

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by M. Willis

02/10/22-7

CARRIED

The meeting adjourned at 8:43 p.m.

Signed: _____

Keith Medenblik, Chair
Halton Hills Public Library Board

Signed: _____

Melanie Southern, Chief Librarian
Halton Hills Public Library

APPROVED: March 10, 2021

DATED: March 10, 2021