

Halton Hills Public Library Board

Wednesday, March 10, 2021

Zoom Videoconference

7:00 p.m.

Minutes

Present: Lisa Caissie, Betsy Cosper, Larry Hawes, Matt Kindbom, Ann Lawlor, Keith Medenblik, Joanna Meler, James Schumacker, Tamara Smith, Marilyn Willis

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

Regrets: Ted Brown

1.0 Declaration of Quorum

- M. Southern declared a quorum was present and called the meeting order at 7:02 p.m.

2.0 Election of Officers

2.1 Election of Chair

- M. Southern reported that two electronic nominations had been received for the office of Library Board Chair and confirmed that:
 - Lisa Caissie nominated Keith Medenblik. Keith Medenblik accepted this nomination.
 - Joanna Meler nominated Lisa Caissie. Lisa Caissie declined this nomination.
- As there were no further nominations from the floor, M. Southern declared nominations closed, and Keith Medenblik to be elected as Chair of the Halton Hills Public Library Board, by acclamation.
- K. Medenblik thanked out-going Chair, Tamara Smith, for her service and leadership.

2.2 Election of Vice-Chair

- M. Southern reported that two electronic nominations had been received for the office of Library Board Vice Chair and confirmed that:
 - Ann Lawlor nominated Betsy Cosper. Betsy Cosper accepted this nomination.
 - Tamara Smith nominated Jamie Schumacker. Jamie Schumacker accepted this nomination.
- As there were no further nominations from the floor, M. Southern declared nominations to be closed. Board members proceeded to vote by secret ballot via Survey Monkey.

- M. Southern and B. Elliott oversaw the ballots and declared that Betsy Cospers received the majority of votes and thereby elected to the position of Vice Chair of the Halton Hills Public Library Board.
- B. Cospers thanked all for their support, and also thanked out-going Chair and Vice Chair Tamara Smith and Lisa Caissie for their service and leadership.

As the elected Board Chair, K. Medenblik took over the role of meeting Chair.

3.0 Approval of Agenda

Moved by J. Schumacker

That the agenda be approved.

Seconded by T. Smith

03/10/21-1

CARRIED

4.0 Declaration of pecuniary interest

- None declared.

5.0 Minutes of February 10, 2021

Moved by M. Willis

That the Minutes of February 10, 2021 be approved.

Seconded by J. Meler

03/10/21-2

CARRIED

6.0 Consent Agenda

Moved by B. Cospers

That Consent Agenda items:

6.1 2021 Approved Library Board Objectives

6.2 Independent article (Feb. 2, 2021) re: Halton Hills library lending day passes...parks

be approved.

Seconded by T. Smith

03/10/21-3

CARRIED

7.0 Correspondence

7.1 Letter from Ontario Library Service (January 2021)

- M. Southern summarized that with the amalgamation of Ontario Library Service – North (OLS-N) and the Southern Ontario Library Service (SOLS), the new Ontario Library Service has been formed. This letter outlines the process for the new Board Assemblies to provide representation from each Library Board.
- B. Cospers, currently HHPL's SOLS Trustee representative, has agreed to continue as the Board's representative to the new Board Assembly. M. Southern will submit B. Cospers's name to the Ontario Library Service.

8.0 Business Arising

8.1 Report No. LBD-2021-011 re: Board Policy Revision - Diversity and Inclusion Policy

- M. Southern presented proposed revisions to Diversity and Inclusion Policy to the Board for consideration. The recommended revisions are a result of the Board's previous endorsement of the CULC-CBUC Statement on Race and Social Equity.

Moved by A. Lawlor
regarding

That Report No. 2021-011 dated March 5, 2021

the Board Policy Revision be received;

AND FURTHER THAT the Halton Hills Public Library Board approves that the previously endorsed CULC-CBUC Statement on Race and Social Equity be included as an addendum to the Library Board's Diversity and Inclusion Policy.

Seconded by B. Cospier

03/10/21-4

CARRIED

9.0 Council Update

- A. Lawlor reported that there were no Council updates specifically related to the Library.

10.0 Friends of the Library (FOL) Update

- M. Southern reported:
 - The FOL last met on February 18 and reviewed the proposed design for their new banner
 - Instead of updating the current membership flyer, the FOL will be provided with a dedicated space on the HHPL website
 - Alternative methods of revenue generation will be explored at upcoming meetings
 - The new FOL book bags have arrived
 - The next meeting is scheduled for March 18

11.0 Community Connections Update

- None

12.0 Financial Report

12.1 Month End Report (February)

- M. Southern reported that spending is at the expected level.
- The status of the 2020 Library surplus is under review, to ensure that the Town fulfills provincial recording requirements and meets the eligibility criteria for the Provincial Safe Restart Grant. M. Southern is currently in discussions with the Town regarding the approach to the Library surplus.

- The Board requested that they be provided with additional information as to how funding is transferred with respect to the Public Libraries Act.
- M. Southern will provide an update at the next meeting regarding discussions with Town staff and the status of the surplus funds.

13.0 New Business

13.1 Presentation: Collection Development and Performance Update-March 2021

- C. Hanman and M. Querques provided information about how HHPL's collections are managed. HHPL strives to provide relevant and useful resources that are suited to the needs of the community. The overview included information about the selection process and focus, vendors, collection maintenance, key metrics, and recent accomplishments.

13.2 Report No. LBD-2021-012 re: Chief Librarian's Report – March 2021

- M. Southern discussed highlights from the March 2021 Chief Librarian's Report:
 - The Ontario Library Service will be administering the recently announced provincial program to upgrade broadband for public libraries in unserved and underserved communities. Details of how this will be administered will be shared as they become available.
 - HHPL has submitted 2 grant applications under the federal Healthy Communities Initiative. If successful, funding from the joint application with the Town would be used to work with the Community Activators. Funding from the separate HHPL application would be used to provide increased digital support for seniors in response to COVID-19.

13.3 Report No. LBD-2021-010 re: Policy Review Framework

- M. Southern provided a proposed framework and timetable for the Board to review all policies at least once each term. The proposed schedule would see related policies grouped together under four categories, with one category to be reviewed during each year of the term. The proposed categories are: Governance, Patron-related, Library Management, and Staff-related policies.
- There was consensus to move forward with the proposed policy review framework. M. Southern will provide a simplified schedule for final review at the April Board meeting. The policy review will begin at the May meeting with policies related to Circulation.

13.4 Report No. LBD-2021-009 re: Fine Free Libraries: recent media coverage and national perspective

- M. Southern provided information regarding recent coverage by the CBC and the Globe and Mail about the movement by Canadian libraries to eliminate fines for items returned late. M. Southern also discussed the various approaches other Halton libraries are taking with respect to fines and late returns.

- As a way of reducing barriers, many libraries across the country have, or are working toward, the permanent elimination of late fees for overdue materials. In general, patrons are still responsible to return items and are billed for materials either damaged, or not returned after a prescribed amount of time.
- M. Southern noted that HHPL permanently removed fines for library users under the age of 18 in 2019. Also, as part of the library's pandemic response, all fines were suspended on April 21, 2020 until the end of 2020. In December, this relief was extended until April 30, 2021, and will be reviewed again at the April Board meeting.

13.5 Report No. LBD-2021-013 re: Problematic Children's Classics

- M. Southern presented for information, Report No. LBD-2021-013 that discussed content in some children's literature which is no longer considered acceptable, and outlined the approaches HHPL is undertaking with respect to these problematic collections and materials.
- M. Southern reported that the recent announcement by the publisher, that six Dr. Seuss books will be removed from publication, led to a review of these titles by HHPL staff resulting in the removal of these items from the HHPL collection, as they depict racist images, and are no longer being published.
- M. Southern will provide the Board with responses to frequently asked questions regarding problematic titles, collections, and children's materials.

14.0 Health & Safety Report

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

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

15.0 In Camera re: Personnel Matter

Moved by T. Smith

That the meeting move In Camera.

Seconded by J. Schumacker

03/10/21-5

CARRIED

Moved by B. Cospers

That the meeting move Out of Camera.

Seconded by J. Meler

03/10/21-6

CARRIED

Rising Report:

- The Board reported that information was received regarding a personnel matter and that discussion on this matter would take place at the April Board meeting.

16.0 Next Meeting

Wednesday, April 14, 2021
Zoom Videoconference
7:00 p.m.

17.0 Adjournment

Moved by T. Smith
Seconded by M. Kindbom

That the meeting be adjourned.

03/10/21-7

CARRIED

The meeting adjourned at 8:40 p.m.

Signed: _____
Keith Medenblik, Chair
Halton Hills Public Library Board

Signed: _____
Melanie Southern, Chief Librarian
Halton Hills Public Library

APPROVED: April 14, 2021

DATED: April 14, 2021