

**Halton Hills Public Library Board**

Wednesday, September 15, 2021

Zoom Videoconference

7:00 p.m.

**Minutes**

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

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

**Regrets:** Keith Medenblik, Marilyn Willis

**1.0 Declaration of Quorum**

- B. Cosper declared a quorum was present and called the meeting to order at 7:02 p.m.

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by L. Caissie

**09/15/21-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes**

**4.1 June 15, 2021**

Moved by T. Smith

That the Minutes of June 15, 2021 be approved.

Seconded by J. Schumacker

**09/15/21-2**

**CARRIED**

**4.2 July 14, 2021**

Moved by T. Smith

That the Minutes of July 14, 2021 be approved.

Seconded by M. Kindbom

**09/15/21-3**

**CARRIED**

**5.0 Consent Agenda**

Moved by J. Meler

That the Consent Agenda items:

- 5.1** Report No. LBD-2021-043 re: Privacy Policy (2<sup>nd</sup> review)
- 5.2** Report No. LBD-2021-037 re: 2022 Holiday Closure Schedule
- 5.3** Report No. LBD-2021-041 re: Newcomer Approach
- 5.4** Final Disposition for Council Report No. LIB-2021-0001

be approved.

Seconded by T. Smith  
**09/15/21-4**

**CARRIED**

## **6.0 Correspondence**

- None

## **7.0 Business Arising**

### **7.1 Advocacy Committee Update**

- M. Southern reported that the Advocacy Committee will be meeting on September 22, and asked that any Board members interested in joining this committee to please contact M. Southern or M. Willis.
- HHPL has submitted three videos for the Community Foundation Halton North webathon that will be taking place on October 2. The videos will be used to promote the library during this day-long fundraising event.

### **7.2 Library Strategic Plan and Brand Development RFP - Status**

- M Southern reported that the RFP for the Library Strategic Plan and Brand Development project had closed on August 31 with eight submissions. Interviews for short-listed proponents will take place during September and that a recommendation to the Board will be presented at the October meeting.

### **7.3 Report No. LBD-2021-030 re: Board Policy Review (re CASL, Meeting Room, Proctoring Revised Appendix #1 Schedule of Fines and Fees) (First Review)**

- B. King presented for consideration, the proposed revisions to the Meeting Room Policy, Proctoring Policy, Canadian Anti-Spam Legislation Policy and Appendix #1 Schedule of Fines and Fees. Proposed changes reflect changes in legislation, modifications requested by staff, general housekeeping changes, and current best practices in public libraries.

Moved by T. Brown

That Report No. LBD-2021-030 dated June 10, 2021 Regarding the Board Policy Review – Meeting Room Policy, Proctoring Policy, Canadian Anti-Spam Legislation Policy and Appendix #1 Schedule of Fines and Fees be received for review and comment.

Seconded by L. Caissie  
**09/15/21-5**

**CARRIED**

## **8.0 Council Update**

- A. Lawlor reported that Council is participating in the Regional Review which is exploring urban boundary planning to 2051.

## 9.0 Friends of the Library Update

- J. Meler, the Board's representative on the Friends of the Library, announced that she will be stepping back from this committee.
- Board members were encouraged to consider participating on this committee and if interested, to contact M. Southern or B. Elliott.

## 10.0 Community Connections Update

- No updates

## 11.0 Financial Report

### 11.1 Month End Report (June, July)

- M. Southern presented the financial statements for June and July and reported that spending is at the expected level. Staffing gaps are being addressed.
- The Month End Report was received for information.

## 12.0 New Business

### 12.1 Presentations/Delegations – none

### 12.2 Report No. LBD-2021-036 re: Library Materials, Processing and Selection Services – Recommended Vendors

- C. Hanman presented for consideration, the list of recommended vendors for Library materials for a period of two years commencing January 1, 2022, ending on December 31, 2023, with an option to renew, pending successful performance, for a one-year term for each of the following three years.

Moved by A. Lawlor

That Report No. LBD-2021-036 dated September 9, 2021 regarding the Library Materials, Selection and Processing Services – Request for Proposals be received for information,

AND FUTHER THAT the Halton Hills Public Library Board approves the following vendors for the purchase of materials, processing and selection services: Whitehots Inc., CVS Midwest Tape, Library Services Centre, and Library Bound.

Seconded by L. Caissie

09/15/21-6

**CARRIED**

### 12.3 Report No. LBD-2021-039 re: 2022 Budget and Business Plan Update

- M. Southern presented for consideration, the Library's updated 2022 Budget and Business Plan Update. It was noted that there have been no requests for changes to the preliminary Capital or Operating budget submissions.

Moved by T. Smith

That Report No. LBD-2021-039 dated September 9, 2021 regarding the 2022 Budget and Business Plan Update be received;

AND FURTHER THAT the Library Board approves the proposed 2022 Business Plan as prepared per the Town's recommended approach and guidelines.

Seconded by J. Schumacker

**09/15/21-7**

**CARRIED**

**12.4** Report No. LBD-2021-040 re: Q2 Metrics Report

- M. Querques reviewed the second quarter metrics report noting that even though in-branch services during this period were limited to contactless pick-up of holds, and computer and photocopier use, use of the collections increased by 16% compared to the same period in 2020. Decreases in program attendance (approximately 50%) were due to changes in the frequency of Children's programming, and registration requirements that limited program enrolment.
- Social media engagement has increased 16% over 2020 levels but is still approximately 40% lower than the same period in 2019. This change has been attributed to growing digital fatigue and changes to Facebook algorithms. Staff are reviewing current practices to determine next steps.

**12.5** Report No. LBD-2021-038 re: 2020 Annual Report

- M. Southern presented the 2020 Annual Report for review and consideration. It was suggested that more references to the impact of COVID-19 and the library's response be included, along with additional photos and testimonials. The way in which the financial information is depicted will be reconsidered.

Moved by T. Smith

That Report No. LBD-2021-038 dated September 9, 2021 regarding the 2020 Annual Report be received;

AND FURTHER THAT staff be directed to revise the 2020 Annual Report as discussed and bring the revised report back for final approval at the October Board meeting.

Seconded by A. Lawlor

**09/15/21-8**

**CARRIED**

**12.6** Report No. LBD-2021-042 re: Chief Librarian's Report – September 2021

- M. Southern noted highlights from the September 2021 Chief Librarian's Report.
  - As recommended by Halton Region, the Town is developing a vaccination policy which will also cover the Library.

- The province’s proof of vaccination requirements have been clarified and at the present time, patrons entering libraries are not required to show proof of vaccination.
- The New Horizons for Seniors Grant has provided funding for Indigenous programs planned for the fall that will include, the Moccasin Identifier Project, several film screenings, and a film discussion. Several guest speakers have been confirmed: Phyllis Webstad, founder of the Orange Shirt Society, and Darin Wybenga, Traditional Knowledge and Land Use Coordinator, Mississaugas of the Credit First Nation.

**13.0 Health & Safety Report**

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

**14.0 Next Meeting**

Wednesday, October 13, 2021  
7:00 p.m.  
Zoom Videoconference

**15.0 Adjournment**

Moved by T. Smith

Seconded by A. Lawlor

**09/15/21-9**

The meeting adjourned at 8:26 p.m.

That the meeting be adjourned.

**CARRIED**

**Signed:** \_\_\_\_\_  
Betsy Cospers, Vice Chair  
Halton Hills Public Library Board

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

APPROVED: October 13, 2021

DATED: October 13, 2021