

**Halton Hills Public Library Board**

Wednesday, September 9, 2020

Zoom Videoconference

7:00 p.m.

**Minutes**

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

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

**Regrets:** Tamara Smith

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by J. Schumacker

That the agenda be approved as presented.

Seconded by M. Kindbom

**09/09/20-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared.

**4.0 Minutes**

**4.1 June 10, 2020**

Moved by T. Brown

That the Minutes of June 10, 2020 be approved as presented.

Seconded by B. Cospers

**09/09/20-2**

**CARRIED**

**4.2 In Camera June 10, 2020**

Moved by M. Willis

That the In Camera Minutes of June 10, 2020 be approved as presented.

Seconded by J. Meler

**09/09/20-3**

**CARRIED**

**4.3** July 15, 2020

Moved by B. Cosper

That the Minutes of July 15, 2020 be approved as presented.

Seconded by J. Schumacker

**09/09/20-4**

**CARRIED**

**4.4** In Camera July 15, 2020

Moved by A. Lawlor

That the In Camera Minutes of July 15, 2020 be approved as presented.

Seconded by M. Willis

**09/09/20-5**

**CARRIED**

**5.0 Consent Agenda**

- Re Item 5.1) Ola Announcement: Douglas Davey was congratulated on recently receiving the 2020 Ontario Library Association – Children’s Librarian of the Year Award.

Moved by J. Meler

That the Consent Agenda items:

- 5.1 OLA announcement – Douglas Davey, Children’s Librarian of the Year
- 5.2 Independent article (June 18, 2020) re: Library moves summer reading challenges...
- 5.3 Independent article (July 16, 2020) re: Summer Activities and Games Available...
- 5.4 theifp.ca photo and listing (July 23, 2020) re: Plaisir des Contes – French Storytime
- 5.5 Independent article (July 30, 2020) re: ‘Recipe for a Perfect Wife’ this year’s One Book...
- 5.6 Independent article (August 6, 2020) re: New Chief Librarian Named
- 5.7 Globe and Mail article (August 7, 2020) re: In Canadian libraries, the era of late fees...
- 5.8 Globe and Mail opinion (July 25, 2020) re: Overdue: Throwing the book at libraries
- 5.9 Literary Review of Canada article (Sept. 2020) re: Lend Me Your Ear

be approved.

Seconded by J. Schumacker

**09/09/20-6**

**CARRIED**

**6.0 Correspondence**

- None

**7.0 Business Arising**

- None

## 8.0 Council Update

- A. Lawlor and T. Brown reported that Town Hall is now open with limited staff and hours, and that other facilities are slowly beginning to reopen.

## 9.0 Friends of the Library Update

- M. Kindbom reported that the Friends had not met since June and would provide an update at the next Board meeting. The next meeting is scheduled for September 17<sup>th</sup>.
- It was noted that the Caddystacks and silent auction events that were scheduled to take place on March 23<sup>rd</sup> had been postponed indefinitely.

## 10.0 Community Connections Update

- M. Kindbom reported that he had received a suggestion that a coffee shop be opened within the library. It was noted that the beverage centres at both branches are now open to patrons.

## 11.0 Financial Report

### 11.1 Month End Reports (April, May, June, July)

- M. Southern reported that spending is slightly below target, primarily due to a decrease in wages expenditures during the COVID-19 emergency closure.
- To date, the costs incurred as a direct result of the COVID-19 pandemic have been approximately \$5,000.

## 12.0 New Business

### 12.1 Report No. LBD-2020-002 re: 2021 Holiday Closure Schedule

- M. Southern presented Report No. LBD-2020-002 regarding the proposed holiday closure schedule for 2021 for Board consideration.
- It was noted that there will be no closure in 2020 for Staff Development Day. This professional development opportunity may be considered again in the future.

Moved by J. Schumacker That Report No. LBD-2020-002 dated September 9, 2020 regarding the 2021 Holiday Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Holiday Closure Schedules for 2021.

Seconded by M. Willis

**09/09/20-7**

**CARRIED**

### 12.2 Report No. LBD-2020-006 re: Library Recovery Update Report

- B. King presented Report No. LBD-2020-006 as information for the Board, to summarize the Library's COVID-19 Recovery Plan.

- D. Davey noted that the virtual Faye & Fluffy program on July 11<sup>th</sup> was well-received, with attendance being slightly lower than last year's in-person performance. Several informal complaints and one formal complaint were received.
- B. King reported that the re-opening of the library with regular hours and full staff has gone very well. While there has been a steady flow of patrons, attendance is not yet back to pre-COVID levels. Usage statistics are being collected to establish a baseline for the 'new normal'.
- A. Lawlor congratulated staff for maintaining the level of programming and services over the past six months, and also noted that staff had provided much assistance to other Town departments over the past months, in particular with the Town website development project.

**12.3** Report No. LBD-2020-003 re: Digital Usage During Closure

- M. Southern presented Report No. LBD-2020-003 as information for the Board, regarding the digital usage of library resources during the emergency closure period March 15<sup>th</sup> - June 22<sup>nd</sup>.
- Staff discussed that the enhancement of virtual services during the closure period had resulted in significant increases in digital usage and participation, compared with the same period in 2019. Examples included:
  - Circulation increased by 40% for eBooks, audiobooks and digital magazines, and by 224% for Tumblebooks (children's ebooks)
  - Hoopla (movies and television) circulation increased by 166%
  - Number of AskUs questions increased by approximately 77%
  - A specially designed Ancestry.ca portal was made available to HHPL, which resulted in an 86% increase in usage (over 3,000 additional uses)

**12.4** Report No. LBD-2020-005 re: 2021 Budget Process and Timelines

- M. Southern presented Report No. LBD-2020-005 regarding the 2021 Budget Process and Timelines, for Board consideration. It was noted that the focus for 2021 will be on recovery and the completion of projects already underway. Consideration is being given to deferring a number of Capital projects until 2022. Due to the compressed timeline, it was recommended that a special meeting of the Board be scheduled to review details of the Library's preliminary Operating and Capital Budgets, prior to the submission deadline of September 18<sup>th</sup>.

Moved by K. Medenblik

That Report No. LBD-2020-005 dated September 4, 2020 regarding the 2021 Budget process and timelines be received for information;

AND THAT pending quorum, another meeting be held with the Board or its subcommittee on Tuesday, September 15,

2020 to review and approved the submission of the draft Preliminary Operating Budget and Capital Forecast.

Seconded by J. Schumacker

**09/09/20-8**

**CARRIED**

- B. Elliott will confirm that quorum is available for September 15<sup>th</sup>, and send meeting invitations.

**12.5** Report No. LBD-2020-004 re: Chief Librarian Report – September 2020

- M. Southern presented Report No. LBD-2020-004 as information for the Board. The Chief Librarian's Report will be a monthly update to keep the Board informed of important developments and highlights at the operational level, as well as in the broader library world and government.
- Highlights of the September report included the recent return of all part-time library staff, HHPL's new website Events Calendar, the Hot Spot lending program, virtual library cards, and planning for upcoming Culture Days events.

**12.6** Quarterly Report

- M. Southern presented the Second Quarter Report as information for the Board.
- It was suggested that an alternative format for this report may better serve the Board in terms of readability and timeliness. The consensus of the Board was for M. Southern to explore alternative formats to present the information contained in the quarterly report. M. Southern will report back at the October Board meeting.
- Major highlights in the second quarter:
  - Staff were able to greatly increase virtual programming available to patrons. Notably, between April and June, 177 children's and youth programs were presented which have now been viewed over 40,000 times.
  - The introduction of curbside pick-up allowed patrons to access HHPL's physical collections in a safe and timely manner.
  - The Library Connect Line was introduced to provide patrons a personalized link to a library staff member through a weekly phone call. This service started with calls to interested patrons receiving Home Delivery Service, and expanded to include others who requested calls to deal with isolation from services due to COVID-19. Patrons were provided with a range of information around library services, books of interest, general community information, or help with technology.
  - Staff provided much assistance and support to Town staff during the launch of the new Town website.
  - Library staff were able to collaborate and provide assistance to many of HHPL's community partners, enabling them to conduct client meetings and programming online.

**13.0 Health & Safety Report**

- M. Southern reported that there had been no Health & Safety incidents since the June Board meeting.
- It was requested that should a concern arise, that this report be presented at the beginning of the meeting.
- It was noted that supervisors held an orientation session with all staff returning from Designated Emergency Leave, and that most staff have transitioned back to work very well.

**14.0 Next Meeting**

**Special Budget Meeting:**

Tentatively:

Tuesday, September 15, 2020

7:00 p.m.

Via Zoom

**Next Scheduled Meeting:**

Wednesday, October 14, 2020

7:00 p.m.

Via Zoom

**15.0 Adjournment**

Moved by M. Willis

That the meeting be adjourned.

Seconded by M. Kindbom

**09/09/20-9**

**CARRIED**

The meeting adjourned at 8:35 p.m.

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

Lisa Caissie, Vice Chair  
Halton Hills Public Library Board

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

Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: October 14, 2020

DATED: October 14, 2020