

**Halton Hills Public Library Board**

Wednesday, May 11, 2022

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Lisa Caissie, Betsy Cosper, Matt Kindbom, Ann Lawlor, Keith Medenblik (Chair), James Schumacker, Tamara Smith

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

**Guests:** Greg Young, Director, TCI Management Consultants  
Jon Linton, Director, TCI Management Consultants  
Susan McGibbon, Chief Experience Officer, 360 Collective

**Regrets:** Ted Brown, Joanna Meler, Marilyn Willis

**1.0 Declaration of Quorum**

K. Medenblik declared a quorum was present and called the meeting to order at 7:03 p.m.

**2.0 Land Acknowledgement**

We would like to begin by acknowledging that the land on which we gather is part of the Treaty lands and Territory of the Mississaugas of the Credit First Nation on Treaty 19.

**3.0 Approval of Agenda**

Moved by M. Kindbom  
Seconded by L. Caissie

That the agenda be approved as presented.

**05/11/22-1**

**CARRIED**

**4.0 Declaration of pecuniary interest**

None declared.

**5.0 Minutes of April 13, 2022**

Moved by B. Cosper

That the Minutes of April 13, 2022 be approved as presented.

Seconded by J. Schumacker

**05/11/22-2**

**CARRIED**

**6.0 Consent Agenda**

Moved by B. Cosper

That Consent Agenda item:

**6.1** Board Policy: Social Media Policy – Final  
be approved.

Seconded by J. Schumacker

**05/11/22-3**

**CARRIED**

**7.0 Correspondence - None**

**8.0 Delegations/Presentations**

**8.1 TCI Management re: Overview of work to date**

G. Young presented the Strategic Plan Report and the proposed Strategic Plan 2023 – 2027.

Moved by J. Schumacker

That the Strategic Plan 2023 – 2027 Report be received as presented;

AND ALSO THAT the Strategic Plan 2023 – 2027 be approved in principle.

Seconded by M. Kindbom

**05/11/22-4**

**CARRIED**

S. McGibbon provided background information around brand development and the elements of an identity system. Aspects of the identity system developed for HHPL were outlined; these aspects were based on the Environics research and brand survey results that were presented at the April Board meeting.

Three brand concepts (logos) were presented for the Board’s consideration. In evaluating the 3 options, Board members were asked to consider if an option would appeal to library members, if it would set HHPL apart from other libraries, and if it reflects HHPL’s brand personality.

Board members were provided an anonymous poll to vote on the 3 options. Results were split with no clear preference for Option 1 or Option 3. Option 2 was eliminated.

After further discussion a second poll was held with Option 1 receiving the majority of votes.

There was consensus that the Board endorses moving forward with Option 1. The designer will apply the Option 1 concept further and apply it to collateral pieces.

**9.0 Business Arising – None**

**10.0 Updates – including sub-committees**

**10.1 Advocacy Committee – No update**

**10.2 Friends of the Library**

M. Southern reported that the Friends met on April 28 and elected their Directors for 2022-2023. Members of the Executive are planning to be in attendance at the opening of the Acton Reading Deck on Saturday May 14.

**10.3 Council Update**

No updates.

**10.4 Community Connections Update**

M. Southern reported that Community Foundation Halton North (CFHN) will be holding a gala on Thursday, June 23 where they will be highlighting past recipients. Each highlighted charity will be making a 5-minute presentation about their work. Board members were encouraged to consider attending. Additional details will be provided when available.

## 11.0 Financial Report

### 11.1 Month End Report (verbal update)

M. Southern reported that while Town network issues are being resolved, the financial report is not available this month. Current information indicates that spending is at the expected level. Staffing gaps continue to be filled. It is expected that the financial report and the first quarter metrics report will be available for the June meeting.

## 12.0 New Business

### 12.1 Report No. LBD-2022-021 re: Board Policy Review – Materials Selection Policy, Disposal of Library Materials Policy (First Review)

M. Querques presented Report No. LBD-2022-021 for Board consideration.

This report recommended that the Materials Selection Policy be expanded and renamed Collections Management Policy. The changes would include edits for clarity, and provide additional information that incorporates current library best practices and those adopted by other Ontario libraries.

It was recommended that the Disposal of Library Materials Policy be renamed to Disposal of Library Equipment Policy. The changes would include minor edits for clarity, and remove information related to the disposal of Library materials from this policy and transfer it to the Collection Management Policy.

Moved by B. Cosper

That Report No. LBD-2022-021 re: Board Policy Review – Materials Selection Policy, Disposal of Library Materials Policy be received, and the revisions be approved as presented.

Seconded by T. Smith

05/11/22-5

CARRIED

### 12.2 Report No. LBD-2022-019 re: Board Recruitment Brochure

In preparation for the next term of the Library Board, M. Southern presented an updated draft of the recruitment brochure for consideration. This document would provide information to potential Board members about the purpose of the Board, what it does, and how to submit an application.

It was suggested that the brochure be simplified and interested parties be referred to a landing page on HHPL's website. Promotion will be coordinated and developed closer to the recruitment time frame.

Moved by M. Kindbom

That Report No. LBD-2022-019 dated May 5, 2022 regarding the Board Recruitment Brochure be received for review and comment.

Seconded by T. Smith

05/11/22-6

CARRIED

### 12.3 Report No. LBD-2022-022 re: Status of Fines and Accountability Mechanism – May 2022 Update

M. Southern presented Report No. LB-2022-022 as an information update on the impact of the new Fines and Accountability Mechanism that was introduced in October 2021. At that time fines were reintroduced for adult library accounts, a shorter overdue notice schedule,

and an increase to the balance-owing threshold were instituted. In general, items are being returned in a more timely manner, and fines and damaged/lost fees revenue have increased although, collected amounts are still under budget. Positive comments about these changes have been received from youth, teachers and other library users.

Staff will provide additional information at the next meeting regarding the financial impact if the library were to adopt a fines-free model.

**12.4 Report No. LBD-2022-017 re: Chief Librarian's Report – May 2022**

Highlights noted from the Chief Librarian's Report – May 2022:

- HHPL is working with the Positive Space Network (PSN) to develop a process for trans and non-binary youth to receive gender-affirming gear in a safe and anonymous manner. Items supplied by PSN will be available to pick up at the library through an anonymous account. This service will launch in May.
- The annual Wines & Spines event will return as an in-person event on June 15 in the John Elliott Theatre. Once again, the Dewey Divas will provide book recommendations for summer reading and book clubs.
- Adulthood 101 is a new program for young adults that is receiving positive feedback. This program is run in partnership with Halton Hills Youth Centres, Food for Life, Halton Community Legal Services and Credit Canada Education, and provides participants a range of life-skills information.
- Four co-op students joined HHPL in May and will be assisting staff over the summer with a number of programs and projects.

**13.0 Health & Safety Report**

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

**14.0 Next Meeting**

Wednesday, June 8, 2022  
7:00 p.m.  
Location TBA

**15.0 Adjournment**

Moved by M. Kindbom  
Seconded by B. Cosper  
**05/11/22-7**  
The meeting adjourned at 8:55 p.m.

That the meeting be adjourned.

**CARRIED**

Signed: \_\_\_\_\_  
Keith Medenblik, Chair  
Halton Hills Public Library Board

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

APPROVED: June 8, 2022

DATED: June 8, 2022