

Halton Hills Public Library Board
Wednesday, April 11, 2018
Georgetown Branch – Board Room
7:00 p.m.
Minutes

Present: Ted Brown, Larry Hawes, Matt Kindbom, Ann Lawlor,
Bett Leverette, Heather McAlpine, Tamara Smith (Chair)

Staff Present: Geoff Cannon, Barb Elliott (Recorder), Suzy Mackie (Item 12.1.1.)

Regrets: Lisa Caissie, April Currey, Marilyn Willis

1.0 Declaration of Quorum

- T. Smith declared a quorum was present and called the meeting to order at 7:10 p.m.

2.0 Approval of Agenda

- Addition of Business Arising 7.2) In Camera re: Succession Planning (G. Cannon)

Moved by H. McAlpine
Seconded by M. Kindbom
04/11/18-1

That the agenda be approved as amended.

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 March 14, 2018
Moved by T. Brown
Seconded by H. McAlpine
04/11/18-2

That the Minutes of March 14, 2018 be approved.

CARRIED

4.2 In Camera March 14, 2018
Moved by B. Leverette
Seconded by T. Brown
04/11/18-3

That the In Camera Minutes of March 14, 2018 be approved.

CARRIED

5.0 Consent Agenda

Moved by A. Lawlor

That Consent Agenda items:

- 5.1 Independent article (Mar. 22, 2018) re: "HHPL's new partnership gives patrons..."
- 5.2 New Tanner Letter to Editor (April 5, 2018) re: "Thanks for the support"

be approved.

Seconded by M. Kindbom

04/11/18-4

CARRIED

6.0 Correspondence

- 6.1 Letter from Ministry of Tourism, Culture and Sport (Mar. 28, 2018) re: 2018 Budget Funding
 - o This letter outlines the Provincial intention to provide additional funding for the public library operating grant (\$51M over three years), and for the creation of a provincial Digital Public Library (\$28M over three years).
- The Board received all correspondence as information.

7.0 Business Arising

7.1 360° Review

- In response to the Board's request, G. Cannon presented a list of proposed questions for a 360° review of the Chief Librarian, and recommended that this review be completed in the Fall prior to his final GPS meeting.

Moved by A. Lawlor

That the 360° review be approved as presented, and that the Chief Librarian's direct reports be asked to complete the questionnaire, in confidence, in the Fall of 2018.

Seconded by M. Kindbom

04/11/18-5

CARRIED

7.2 In Camera re: Succession Planning

Moved by H. McAlpine

That the meeting move In Camera.

Seconded by L. Hawes

04/11/18-6

CARRIED

Moved by H. McAlpine

That the meeting move Out of Camera.

Seconded by B. Leverette

04/11/18-7

CARRIED

Rising Report:

- The Board reported that additional information had been received regarding the Library Succession Plan.

8.0 Council Update

- The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario, visited Halton Hills on April 10th. Upon her arrival at the Cultural Centre and Georgetown Branch Library, G. Cannon presented her with a wooden Library card. Private discussions took place between the Lieutenant Governor and Mayor Bonnette in the Fireside Lounge, and then a number of community members took part in a roundtable discussion in the Helson Gallery.
- The two footbridges from River Road providing access to the Library and Robert Little School will be replaced in May of this year. It is anticipated that this work will be completed before road reconstruction on School Lane begins in the summer.
- The final report regarding Vision Georgetown will be presented at a public meeting on April 17th at the Georgetown location of the Hillview Active Living Centre.
- T. Brown reported that he had received a request from a resident for information about the Acton Reading Deck. G. Cannon provided an update noting that it is expected that the RFP will be issued in late Spring, with construction beginning in the summer and that weather permitting, be open for use in the Fall. The expected cost is currently \$66,000 and would include construction of a 900 sq. ft. deck, furnishings, and security.

9.0 Friends of the Library Update

- G. Cannon reported that the Caddystacks fundraising event was well attended, and also that the children's book and toy sale was quite popular. Final totals were not yet available.
- M. Kindbom noted that the Friends have begun considering ideas for their next fundraising goal, to be pursued after the Acton Reading Deck is completed.

10.0 Community Connections Update

- A. Lawlor reminded that the community clean-up day will be held on Saturday, April 21st. G. Cannon added that Library staff will be participating in the Town's 22-minute clean-up on April 23rd by cleaning up around the Acton Branch Library and at the Edith St. parking lot.

11.0 Financial Report

11.1 Accounts Payable

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$34,388.65** as detailed in the Computer Cheque Register in week **#13 DATED March 29th, 2018** and the **VISA** purchases statement for the month of **FEBRUARY 2018**, have been examined and are hereby approved for payment.

Seconded by T. Brown

04/11/18-8

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$29,845.32** as detailed in the Computer Cheque Register in week **#11 DATED March 15th, 2018** and the issuance of an **e-transfer**, have been examined and are hereby approved for payment.

Seconded by T. Brown
04/11/18-9

CARRIED

11.2 Month End Report (March – Capital Status and Departmental Reports-Preliminary)

- G. Cannon reported that spending is at the expected level. It was noted that all outstanding staffing gaps have been filled and that applications are now being accepted for the summer student positions in the Children’s and Youth Services Department.
- The Month End Report was received as information.

12.0 New Business

12.1.1 Year in Review (Presentation)

- S. Mackie provided a PowerPoint presentation which highlighted the Library’s activities and accomplishments during 2017. The Board was asked to forward additional comments or suggestions to G. Cannon.
- G. Cannon will contact the Town Clerk to see if this presentation can be placed on the May or June Council agenda. Tentatively, B. Leverette will make the presentation to Council.

12.2 Report No. LBD 2018-007 re: Board Policy Review

- G. Cannon asked for Board consideration regarding revisions to five Board Policies and a recommendation to delete five Board Policy Appendices.

Moved by M. Kindbom

That Report No. LBD-2018-007 re: Board Policy Review be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions to the Library Board policies.

Seconded by H. McAlpine

Discussion:

- There was consensus that all revisions and recommendations be adopted as presented:
 - Revised Policies:
 - ◆ Children’s and Youth Services

- ◆ Library-on-Wheels
- ◆ Resource Sharing (formerly Interlibrary Cooperation and Networking)
- ◆ Information Services
- ◆ Appendix #2 – Schedule of Fines and Charges
- Deleted Schedules:
 - ◆ Appendix 7a – Children’s and Youth Services Policy: All relevant information was merged into the Children’s and Youth Services Policy
 - ◆ Appendix 7b - OLA Position on Children’s Rights in the Public Library: Merged into the Children’s and Youth Services Policy
 - ◆ Appendix 8 – Library-on-Wheels Service Policy: Relevant information merged into Library-on-Wheels Policy
 - ◆ Appendix 9 – Information Services Policy: Relevant information merged into Information Services Policy
 - ◆ Appendix 10 – Interlibrary Loan Policy: Relevant information was merged into the Resource Sharing Policy (formerly Interlibrary Cooperation and Networking)

04/11/18-10

CARRIED

12.3 Report No. LBD 2018-006 re: Photography and Video Policy

- G. Cannon asked for Board consideration of a new Photography and Video Policy. This new policy will ensure the privacy of all Library patrons in Library facilities by clarifying issues around consent, and providing guidelines for the use of photos and videos in the promotion of Library programs and services.

Moved by T. Brown

That Report No. LBD-2018-006 dated April 3, 2018 regarding the Photography and Video Policy be received:

AND FURTHER THAT the Halton Hills Public Library Board approves the Photography and Video policy.

Seconded by H. McAlpine

04/11/18-11

CARRIED

12.4 Report No. LBD-2018-009 re: e-Learning Service: Lynda.com

- Report No. LBD-2018-009 regarding the new e-Learning Service: Lynda.com was received as information. This report provides details about the benefits, and the wide range of courses offered to Library patrons who are now able to access this online resource free of charge.

13.0 Health & Safety Report

- G. Cannon reported that there have been no health and safety incidents since the March Board meeting. It was noted that the Georgetown Branch closed at 5:00 p.m. on April 4th due to a power outage.

14.0 Next Meeting

Wednesday, May 9, 2018

7:00 p.m.

Georgetown Branch – Board Room

15.0 Adjournment

Moved by A. Lawlor

Seconded by M. Kindbom

04/11/18-12

The meeting adjourned at 8:35 p.m.

That the meeting be adjourned.

CARRIED

Signed: _____
Bett Leverette, Chair
Halton Hills Public Library Board

Signed: _____
Geoff Cannon, Chief Librarian
Halton Hills Public Library Board

APPROVED: May 9, 2018

DATED: May 9, 2018