

Halton Hills Public Library Board

Wednesday, April 14, 2021

Zoom Videoconference

7:00 p.m.

Minutes

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

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

Guest: Jen Corrin, Systems Librarian

Regrets: Larry Hawes, Tamara Smith

Presentation: HHPL MagnusCards

- J. Corrin presented information about MagnusCard assistive technology, that will soon be available for Halton Hills Public Library users to access through a downloadable app on their smartphone or tablet. The app provides a digital guide to users with autism and cognitive disabilities to assist in everyday activities such as going to the library through visual, audio, and text cues that map experiences with step-by-step instructions. MagnusCards are developed and produced by Magnusmode. The project is being funded through the Town of Halton Hills Accessibility Committee, and in partnership with Activan and Recreation and Parks. MagnusCards for HHPL are expected to launch in May 2021.

1.0 Declaration of Quorum

- K. Medenblik declared a quorum was present and called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda

Moved by L. Caissie
Seconded by J. Meler

That the agenda be approved.

04/14/21-1

CARRIED

3.0 Declaration of pecuniary interest

- None declared

4.0 Minutes

4.1 March 10, 2021

4.2 In Camera March 10, 2021

Moved by B. Cospier

That the Minutes and In Camera Minutes of March 10, 2021 be approved as presented.

Seconded by M. Kindbom

04/14/21-2

CARRIED

5.0 Consent Agenda

- No items

6.0 Correspondence

- No items

7.0 Business Arising

7.1 Report No. LBD-2021-014 re: Policy Review Framework (2nd review)

- M. Southern presented for Board consideration, Report No. LBD-2021-014 regarding the Policy Review Framework noting that the timeline chart for review of Board policies had been revised.

Moved by J. Schumacker

That Report No. LBD-2021-014 dated April 8, 2021 regarding the Board Policy Review Framework be approved.

Seconded by T. Brown

04/14/21-3

CARRIED

8.0 Council Update

- T. Brown reported that Council is regularly updated regarding COVID-19 and vaccine issues.
- A. Lawlor noted that next week is Volunteer Appreciation Week.

9.0 Friends of the Library (FOL) Update

- J. Meler reported:
 - The new FOL book bags have arrived and will be available for sale to the public, as well as for special giveaways.
 - The membership and information flyer is in the final stages of being updated.
 - A new FOL website is being developed that will be connected to the HHPL website.

10.0 Community Connections Update

- A. Lawlor commended library staff for their support to the CFUW in organizing the public forum regarding the proposed Highway 413 project.

11.0 Financial Report

11.1 Month End Report (March)

- M. Southern reported that spending is at the expected level.

Moved by M. Willis
Seconded by J. Schumacker
04/14/21-4

That the Month End Report be received.
CARRIED

11.2 Report No. LBD-2021-020 re: 2021 Library Surplus Update

- M. Southern presented Report No. LBD-2021-020 for Board consideration, and reported that Library and Town staff had reviewed the Library financials with respect to the requirements for the Provincial Safe Restart Grant. A portion of the Library's 2020 operating surplus has been identified as being related to COVID-19 and that this information is being used to determine the proposed distribution of the final surplus.

Moved by M. Kindbom

That Report No. LBD-2021-020 dated April 8, 2021 regarding HHPL's 2020 financial surplus be received;

AND THAT the Library directs the Town of Halton Hills to put forward only COVID-19 pandemic savings towards the pandemic "Safe Restart" grant, and non-COVID related savings are to be added to the Library Capital Reserve.

Seconded by M. Willis
04/14/21-5

CARRIED

11.3 Report No. LBD-2021-021 re: 2019 Audited Financial Statements

- M. Southern presented the HHPL 2019 audited financial statements. As part of the Annual Library Survey, the Ministry of Heritage, Sport, Tourism and Culture Industries now requires the year end financial statements be accepted by the Library Board, as presented.

Moved by L. Caissie

That Report No. LBD-2021-021 dated April 8, 2021 regarding the 2019 audited financial statements be received;

AND THAT the Library Board accepts the 2019 audited financial statements as presented.

Seconded by B. Cospier
04/14/21-6

CARRIED

12.0 New Business

12.1 Report No. LBD-2021-016 re: Chief Librarian's Report – April 2021

- M. Southern discussed highlights from the April 2021 Chief Librarian's Report:
 - The Library was awarded the New Horizons for Seniors Grant in the amount of \$23,750. These funds will be used for an Exploring Indigenous Roots program that will run until March 2022.

- April School Break programs are going well with Grab and Go kits being very popular with over 200 being picked up within the first week of being available. Virtual programming includes a children's French performer and a Teen Murder Mystery Party. Sports equipment and games are also available for borrowing.
- Questions arose regarding staffing implications due to the current provincial lockdown. M. Southern reported that no layoffs are anticipated at this time. The library is open for contactless pickups, which require additional staff time to prepare. Also, preparation and presentation of online programming continues, and additional collection maintenance work is underway.

12.2 Report No. LBD-2021-018 re: Annual Giving Campaign Update

- M. Southern presented Report No. LBD-2021-018 to provide additional information regarding the launching of an annual giving campaign, and to consider the endorsement of actions planned to prepare for a future capital campaign.
- It was suggested that this report be referred to the Advocacy Committee and that the original proposed motion be amended to reflect next steps.

Motion presented as amended:

Moved by J. Meler

That Report No. LBD-2021-018 dated April 8, 2021 regarding the Annual Giving Campaign Update be received;

AND THAT the Library Board refer Report No. LBD-2021-018 to the Advocacy Committee to review the short-term actions in the context of a broader strategy to be developed in the future;

AND THAT these actions be further discussed at a future Library Board meeting.

Seconded by M. Kindbom

04/14/21-7

CARRIED

- The Advocacy Committee will arrange a meeting to discuss possible strategies to begin planning for a possible future capital campaign.

12.3 Report No. LBD-2021-017 re: Extending the fines-free period during the COVID-19

- M. Southern presented Report No. LBD-2021-017 regarding the extension of the fines free period, for Board consideration.
- M. Southern discussed that many patrons are continuing to experience a financial impact due to the pandemic and presented a recommendation to extend the current fines-free period until the end of September 2021. Additionally, it was noted that staff

would like to bring forward a plan for consideration, to support a fine-free system in the future.

- In response to concerns about committing the Board to taking steps to support a fine-free system at this point in time, it was agreed that the motion would be amended to state that the Board would explore the implications of a fine-free system.

Motion presented as amended:

Moved by B. Cosper

That Report No. LBD-2021-017 dated April 8, 2021 regarding the fines-free period during the COVID-19 pandemic be received;

AND THAT staff bring forward short and long-term strategies to mitigate the impact of no fines, and explore the implications of a fines-free library system.

Seconded by J. Schumacker

04/14/21-8

CARRIED

12.4 Report No. LBD-2021-015 re: Library Materials, Processing and Selection Services – RFP

- C. Hanman presented Report No. LBD-2021-015 to provide information about the upcoming RFP process for selecting the vendor(s) for library materials including books, audiobooks, DVDs music CDs and Playaway formats. This process is completed every five years to ensure the best use of funding.
- The report was received by the Board for information.

C. Hanman and B. King left the meeting.

13.0 In Camera

Moved by M Willis

That the meeting move In Camera

Seconded by T. Brown

04-14/21-9

CARRIED

13.1 CONFIDENTIAL Report No. LBD-2021-019 re: Staffing Update

B. Elliott and M. Querques left the meeting.

13.2 Confidential Matter regarding an identifiable individual including municipal or local Board employees

Moved by L. Caissie

That the meeting move Out of Camera

Seconded by J. Meler

04/14/21-10

CARRIED

Rising Report:

- The Board reported that an update had been received regarding recent staffing changes, and a matter pertaining to an identifiable individual including municipal or local Board employees.

14.0 Next Meeting

Wednesday, May 12, 2021

Zoom Videoconference

7:00 p.m.

15.0 Adjournment

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by J. Meler

04/14/21-11

CARRIED

The meeting adjourned at 8:43 p.m.

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

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

APPROVED: May 12, 2021

DATED: May 12, 2021