

**Halton Hills Public Library Board**

Wednesday, December 11, 2019

Cultural Centre - Studio

7:00 p.m.

**Minutes**

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

**Staff Present:** Geoff Cannon, Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King, Mary Land

**Regrets:** Betsy Cospers

**1.0 Declaration of Quorum**

- As all were present T. Smith declared a quorum and called the meeting to order at 6:50 p.m.

**2.0 Approval of Agenda**

Moved by J. Schumacker

That the agenda be approved.

Seconded by J. Meler

**12/11/19-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes**

**4.1 November 13, 2019**

Moved by T. Brown

That the Minutes of November 13, 2019 be approved.

Seconded by K. Medenblik

**12/11/19-2**

**CARRIED**

**4.2 In Camera November 13, 2019**

Moved by M. Willis

That the In Camera Minutes of November 13, 2019 be approved.

Seconded by J. Meler

**12/11/19-3**

**CARRIED**

**5.0 Consent Agenda**

- A. Lawlor requested item 5.2 be removed for discussion.
- T. Smith requested item 5.3 be removed for discussion.

Moved by L. Caissie

That Consent Agenda:

5.1 Memo No. LBM-2019-004 Re: One Book One Halton Hills 2019  
be approved.

Seconded by K. Medenblik

12/11/19-4

**CARRIED**

**5.2** Programming Policy – approved November 13, 2019

- A. Lawlor discussed the wording of the current Programming Policy with respect to the goals of programming and how they are directly linked to the Library's Mission Statement and Strategic Plan.
- The Board directed staff to develop a statement to be added to the Programming Policy regarding the linking of programs to the Library Strategic Plan, which will be reviewed at the January 2020 meeting.

**5.3** CULC Newsletter re: North American Elected Officials Send Message to E-Book

- It was noted that Mayor Bonnette's name was not included as a signatory on the statement regarding equitable access to e-books, because HHPL is not a member of the Canadian Urban Libraries Council (CULC). CULC is made up of the larger urban libraries; HHPL is considered a medium-sized library. G. Cannon has forwarded the statement to the Town CAO.

Moved by J. Schumacker

That Consent Agenda items:

5.2 Programming Policy – approved November 13, 2019

5.3 CULC Newsletter re: North American Elected Officials Send  
Message to E-Book Publishers

be approved.

Seconded by J. Meler

12/11/19/5

**CARRIED**

**6.0 Correspondence**

- None

**7.0 Business Arising**

**7.1** SOLS Trustee – Board representation

- As B. Cospers will be unavailable to attend the next quarterly SOLS Trustee meeting, G. Cannon asked if another Board member would consider acting as an alternate Trustee representative. Board members will consider this request and discuss again at the January meeting.

**7.2** 2018 Annual Report

- G. Cannon presented the Library's 2018 Annual Report noting that the 2019 Annual Report would be released in a timelier manner. The report is available for public review on the library website.

## 8.0 Executive Search Sub-Committee Report

- K. Medenblik reported that the Committee had met on November 28<sup>th</sup> to evaluate nine submissions to the RFP to hire a search firm to assist with the recruitment of a new Chief Librarian. Two interviews were held on December 5<sup>th</sup> and the firm “Legacy Partners Executive Search” was selected.
- K. Medenblik expressed thanks to Simone Gourlay and Laura Lancaster for their assistance during this process.

## 9.0 Council Update

- T. Brown and A. Lawlor reported:
  - The budget process for 2020 has been completed. There will be a 3.1% increase to the Town’s portion of residential property taxes, the lowest increase in 19 years. The Library budget was passed as presented.

## 10.0 Friends of the Library Update

- M. Kindbom reported:
  - Sponsorships are still being sought for Caddystacks 5, which will be held on Saturday, March 21, 2020.
  - Consideration is being given to a silent auction of several donated art pieces.

## 11.0 Community Connections Update

- None

## 12.0 Financial Report

### 12.1 Month End Report (October)

- G. Cannon reported that spending is close to the expected level. Any funds remaining at year end will be transferred to the Library Capital Reserve.
- The Board received the Month End Report as information.

## 13.0 New Business

### 13.1 Presentation re: “State of the Library – 2019”

- G. Cannon presented information about the Library’s 2019 accomplishments and the status of a number of ongoing initiatives with respect to the current strategic plan. This presentation was provided to staff at the Staff Development Day on October 7<sup>th</sup>.
- Highlights:
  - Increased the number of WiFi hotspots available to lend
  - CELA collection is now available on public shelves for easy access by patrons
  - Expanded Virtual Reality programming
  - Archive record listings have been catalogued and are now available to the public online through Archeion
  - Advisory councils for teens, parents and older adults have been formed

- Expanded fines-free program to children and teens
- Supported Culture Days with a wide range of programming
- Expanded number of library partnerships
- HHPL achieved charitable status from the CRA
- Provide co-op opportunities to university students enrolled in Library Science programs

**13.2 In Camera re: Personnel Matter**

Moved by L. Caissie

That the meeting move In Camera.

Seconded by J. Schumacker

**12/11/19-6**

**CARRIED**

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by K. Medenblik

**12/11/19-7**

**CARRIED**

Rising Report:

- The Board received G. Cannon's letter of resignation stating his intention to retire effective as of June 30, 2020.

**14.0 Health & Safety Report**

- G. Cannon reported that there had been no Health and Safety related incidents since the November Board meeting.

**15.0 Next Meeting**

Wednesday, January 8, 2020

7:00 pm

Georgetown Branch – Board Room

**16.0 Adjournment**

Moved by M. Willis

That the meeting be adjourned.

Seconded by L. Caissie

**12/11/19-8**

**CARRIED**

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

Tamara Smith, Chair  
Halton Hills Public Library Board

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

Geoff Cannon, Chief Librarian  
Halton Hills Public Library

APPROVED: January 8, 2020

DATED: January 8, 2020