

Halton Hills Public Library Board

Tuesday, June 15, 2021

Zoom Videoconference

7:00 p.m.

Minutes

Present: Lisa Caissie, Betsy Cospers, Larry Hawes, Matt Kindbom, Ann Lawlor,
Keith Medenblik (Chair), James Schumacker, Tamara Smith, Marilyn Willis

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

Regrets: Ted Brown, Joanna Meler

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

That the agenda be approved as presented.

Seconded by T. Smith

06/15/21-1

CARRIED

3.0 Declaration of pecuniary interest

- None declared

4.0 Minutes of May 12, 2021

Moved by M. Willis

That the Minutes of May 12, 2021 be approved as presented.

Seconded by B. Cospers

06/15/21-2

CARRIED

5.0 Consent Agenda

Moved by T. Smith

That Consent Agenda items:

- 5.1** LBD-2021-029 re: Board Policy - Borrowing Policy, Fines and Fees Policy and related Appendices – (2nd Review)
- 5.2** Report No. LBD-2021-032 re: Summer Programming 2021
- 5.3** Advocacy Committee Minutes – April 26, 2021
- 5.4** Independent article (May 13, 2021) re: Library Offering Food For Those In Need
- 5.5** Independent article (June 3, 2021) re: 5 Things Going On During Indigenous History...

be approved.

Seconded by L. Caissie

06/15/21-3

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Advocacy Committee – Update

- M. Willis reported that at the June 9 Advocacy Committee meeting, Sue Lawrenson, the Executive Director of Community Foundation of Halton North (CFHN) provided information and explained how HHPL could set up an endowment fund through CFHN if the Board wished to consider this type of fundraising.
- M. Willis noted that one committee member would like to step back and asked others to consider joining the Advocacy Committee.

7.2 Report No. LBD-2021-033 re: Accountability Mechanism and Material Recovery Model

- M. Southern reviewed the new accountability mechanism and material recovery model noting that these procedures could be used with either an Overdue Fines Model (currently scheduled to resume on October 1), or a fine-free library system.

The largest change to current procedures will be the reduction of the grace period for returning items, which would be reduced from 6 months to 35 days before a replacement charge is billed and borrowing privileges are suspended. A series of reminder notices will continue to be sent regarding overdue materials and if an item deemed lost is returned after incurring a replacement charge, the charge would be removed from the patron's account and replaced with the maximum overdue fine. This new recovery model will support the timely return of materials as the period between incurring the maximum fine and a replacement charge will be reduced, and a patron is less likely to forget that they have items are outstanding.

7.3 LBD-2021-031 re: Fines as of October 1, 2021

- M. Southern outlined the proposed steps and changes to prepare for the reintroduction of fines on October 1. Through an extensive marketing campaign, patrons would be informed that fines will be reinstated and be encouraged to return outstanding items during a two-week amnesty period at the end of September. It was also proposed that the threshold for the suspension of borrowing privileges be increased from \$10 to \$25; the maximum fine per item would remain unchanged at \$6. It is anticipated that the amnesty period will bring attention to the return of fines and result in the return of overdue items not returned due to the pandemic.

Moved by T. Smith

That Report No. LBD-2021-031 regarding Fines as of October 1, 2021 dated June 10, 2021 be received;

AND THAT the Board supports the activation of fines as of October 1, 2021;

AND THAT the Board supports a two-week amnesty period leading up to activating fines;

AND THAT the fine threshold be raised from \$10 to \$25 to reduce a low threshold barrier;

AND THAT staff bring forward a review of the fines after a 6-month period in May 2022 in preparation for the 2023 budget process.

Seconded by J. Schumacker

06/15/21-4

CARRIED

8.0 Council Update

- A. Lawlor reported that a Land Acknowledgement statement is now being read at the beginning of Council meetings.

9.0 Friends of the Library Update

- B. King noted that once the province moves into Stage 2 of the re-opening, the Friends hope to begin their outdoor Saturday morning booksales.

10.0 Community Connections Update

- A. Lawlor expressed appreciation to Library staff for technical support provided for the recent “Growing Halton” webinar that was sponsored by the Canadian Federation of University Women (CFUW).

11.0 Financial Report

11.1 Month End Report (May)

- M. Southern reported that spending is at the expected level. Staffing gaps are being addressed.
- The Month End Report was received for information.

12.0 New Business

12.1 Presentations/Delegations – None

12.2 Ontario Library Service (OLS) Update

- B. Cosper shared information from the Ontario Library Service (OLS) Board Assembly meeting she attended in April. A presentation to the Assembly focused on the April 1 amalgamation of the Southern Ontario Library Service (SOLS) and Ontario Library Service North (OLS-N), the new OLS structure, and the roles and responsibilities of Assembly members. It was noted that OLS provides extensive resources and training opportunities that are available to staff and Board members.

12.3 2022 Preliminary Budgets and Business Plan

Preliminary Capital Budget

- M. Southern presented the draft Preliminary 2022-2032 Capital Budget & Forecast for Board consideration
- Capital Budget requests include:
 - Library Materials (\$474,000)
 - This funding will maintain the historic level of funding to allow the Library to continue to develop and maintain a collection of over 125,000 physical items and access to millions of digital titles in a variety of languages, reading levels and formats.
 - Library Materials Collection Development (\$25,000)
 - This additional funding would allow the Library to continue to build its materials collection to meet the provincial average of 4.1 items per capita for similar-sized libraries. The Library currently has 3.1 items per capita or a deficit of approximately 61,000 items.
 - Library Lockers and Kiosk (\$80,000)
 - This new system would be installed at the Gellert Community Centre and provide patrons with a convenient, contactless, self-serve, and secure access to holds and browsing materials, and provide another location to return items.
 - Library Strategic Plan (\$65,000)
 - This project involves updating the Library's Strategic Plan and rebranding process to serve a forecasted growth in population from 61,000 to approximately 95,300 residents by 2031. The renewed Plan will establish updated priorities for library service and guide future library service development.
 - Library Technology Renewal (\$34,400)
 - This project enables the replacement of aging information technology hardware at the appropriate time, to ensure that the public and staff continue to have access to reliable and adequately functioning equipment.
 - Library Website Refresh (\$75,000)
 - The current website was developed in 2018 and as one of the main points of contact with our users, needs to be refreshed to accommodate the increasing reliance on online resources, programs, and services. The refresh will also reflect the upcoming 2022 Library rebranding.

Preliminary Operating Budget

- M. Southern presented the 2022 Preliminary Operating Budget for Board consideration. It was noted that the proposed overall increase to the operating budget is 2.27%. This does not include increases to staff compensation, which will be added by the Town when the information becomes available.
- Operating Budget requests include:

- Sunday Cooling Centre Opening (\$15,300)
 - This additional service would provide Georgetown and Acton residents with more reliable and consistent sources of cooling centres which are needed with the increasing number of heat alert days. This would also allow the Library to have consistent Sunday open hours year-round and improve our ability to offer services to the community.

2022 Business Plan

- M. Southern presented the draft 2022 Business Plan for Board consideration. It is anticipated that additional accomplishments will be added by the time the Business Plan is finalized. The pandemic recovery will continue to affect initiatives during 2022.

Moved by A. Lawlor

That the 2022 Preliminary Operating Budget, the 2022 -2032 Preliminary Capital Budget and Forecast, and the 2022 Business Plan for the Halton Hills Public Library be approved in principle.

Seconded by M. Kindbom

06/15/21-5

CARRIED

12.4 Report No. LBD-2021-034 re: Strategic Planning and Branding

- M. Southern presented a request for Board consideration, to request from Council that the Strategic Planning and Branding projects currently in the 2022 capital forecast, be brought forward to 2021. As the strategic planning process generally takes 7-9 months to complete, accelerating this project would enable the library to align the 2022 website refresh project with the new branding, allow the new plan to be in place prior to the end of the current Board term and next municipal election, and to appropriately plan for the 2023 operating budget. If Council approves this request, a special Board meeting would be required prior to the September Board meeting to approve the RFP process.

Moved by T. Smith

That Report No. LBD-2021-034 dated June 10, 2021, regarding Strategic Planning and Branding be received;

AND THAT the Board directs staff to prepare a report to Town Council requesting the acceleration of the Strategic Planning and Branding project to 2021, which is currently identified for 2022 in the capital forecast.

Seconded by J. Schumacker

06/15/21-6

CARRIED

If a special meeting is required over the summer, the Board will be surveyed for the best date and time.

12.5 Report No. LBD-2021-030 re: Board Policy Review (re CASL, Meeting Room, Proctoring Revised Appendix #1 Schedule of Fines and Fees) (First Review)

Moved by J. Schumacker

That Report No. LBD-2021-030 re Board Policy Review be deferred until the September meeting.

Seconded by M. Kindbom

06/15/21-7

CARRIED

12.6 Report No. LBD-2021-028 re: Chief Librarian's Report – June 2021

- M. Southern noted highlights from the June 2021 Chief Librarian's Report:
 - HHPL has been accepted into Phase 3 of the Bridge Project being conducted by the Toronto Public Libraries in collaboration with Urban Libraries Council and the Ontario Library Service. Phase 3 will help build public libraries' capacity and skill to collect, analyze and communicate data, and to demonstrate the vital role in advancing digital equity that libraries have in their communities.
 - The Rainbow Crosswalk in Acton officially opened today
 - Construction of the Acton Branch reading deck has started.

13.0 Health & Safety Report

- M. Southern reported that there had been no Health and Safety incidents reported since the May Board meeting.
- Town staff are currently reviewing all of the Town's Health & Safety policies.

14.0 Next Meeting

Wednesday, September 15, 2021

7:00 pm

Location: TBA

15.0 Adjournment

Moved by M. Willis

That the meeting be adjourned.

Seconded by M. Kindbom

06/15/21-8

CARRIED

The meeting adjourned at 9:00 p.m.

Signed: _____
Betsy Coper, Vice Chair
Halton Hills Public Library Board

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

APPROVED: September 15, 2021

DATED: September 15, 2021