

**Halton Hills Public Library Board**

Monday, June 25, 2018

Georgetown Branch – Board Room

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Larry Hawes, Ann Lawlor, Heather McAlpine, Tamara Smith (Chair), Marilyn Willis

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

**Regrets:** Lisa Caissie, April Currey, Matt Kindbom, Bett Leverette

**1.0 Declaration of Quorum**

- T. Smith declared a quorum was present and called the meeting to order at 7:30 p.m.

**2.0 Approval of Agenda**

Moved by H. McAlpine

That the agenda be approved as presented.

Seconded by L. Hawes

**06/25/18-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of May 9, 2018**

Moved by T. Brown

That the Minutes of May 9, 2018 be approved.

Seconded by M. Willis

**06/25/18-2**

**CARRIED**

**\*Note: Item 7.1 Report No. LBD-2018-015 re: Library Website Renewal was brought forward for discussion.**

- C. Hanman presented Report No. LBD-2018-015 for Board consideration of the Website Committee recommendation of eSolutions Group Limited, as the vendor to provide services to renew the library's website.

Moved by T. Brown

That Report No. 2018-015 dated June 25, 2018 regarding award for RFP P-068-18 for Website Refresh for Halton Hills Public Library be received;

AND FURTHER THAT the Chief Librarian be authorized on behalf of the Halton Hills Public Library to issue a

purchase order to eSolutions Group Ltd., 455 Philip Street, Waterloo, Ontario, in the amount of \$64,636.00 (including \$7,436.00 HST), to design and develop the website. Because Halton Hills Public Library qualifies for a reduction in HST, this will be a commitment of \$58,206.72 (including \$1,006.72 of non-refundable HST) against the \$60,000.00 budget.

Seconded by H. McAlpine

Discussion:

- In response to questions, C. Hanman responded:
  - eSolutions has designed websites for a number of other libraries including Guelph P.L., Kawartha Lakes P.L. and Richmond Hill P.L.
  - eSolutions' submission provided detailed explanations of how all the requested criteria would be met, and included value-added features such as in-depth usability testing and writing-for-the web training. Also, the proposed content management system would allow library staff control to make structural changes to the website without having to make additional payments to the vendor.
  - It is expected that the new website will be available for patrons by the end of December.
  - The new website will be scalable so that it can be easily viewed on all devices without the need for a separate app.

**06/25/18-3**

**CARRIED**

## **5.0 Consent Agenda**

Moved by H. McAlpine

That Consent Agenda items:

- 5.1** First Quarter Report
- 5.2** Memo LBM-2018-003 re: Canada 150-Celebrating Our Indigenous Roots
- 5.3** Thank you to G. Cannon re: McDonald's McHappy Days
- 5.4** New Tanner article (May 24, 2018) re: "Halton Hills Public Library announces availability..."
- 5.5** Independent article (May 24, 2018) re: "Public Library's Caddystacks 3 event raises\$1,343"
- 5.6** Independent article (May 31, 2018) re: "Acton library gets new pedestrian bridges"
- 5.7** New Tanner article (June 7, 2018) re: "Library announces seed libraries"
- 5.8** Independent article (June 7, 2018) re: "What is HHPL's seed Library Program?"
- 5.9** Independent article (June 7, 2018) re: "Virtual reality lands at Halton Hills Public Library"
- 5.10** New Tanner article (June 14, 2018) re: "Summer reading is on at Halton Hills Public Library"

be approved.

Seconded by M. Willis

06/25/18-4

CARRIED

## 6.0 Correspondence

### 6.1 Letter to Provincial Election Candidates

- o G. Cannon reported that this letter had been delivered to all the Provincial election candidates, and that one response had been received. Ted Arnott, MPP responded that if re-elected, he would meet with the Chief Librarian to discuss library issues.

- Correspondence was received by the Board.

## 7.0 Business Arising

### 7.1 Report No. LBD-2018-015 re: Library Website Renewal – Previously discussed.

### 7.2 Operating Budget – Update

- o G. Cannon reported that there had been one change to the proposed operating budget that the Board approved in principle at the May meeting. An additional Needs Assessment was submitted to request one additional staff person for the position of Communications Coordinator. This full-time contract position would be shared with the Town and provide hours for assistance to the Library's Marketing and Communications Coordinator, and the Town's Manager of Corporate Communications.

## 8.0 Council Update

- A. Lawlor reported that there would be a meeting regarding the Destination Downtown project on June 26<sup>th</sup>.

## 9.0 Friends of the Library Update

- G. Cannon reported that the Friends have indicated they will be providing support for the Georgetown Branch Courtyard project (\$10,000).

## 10.0 Community Connections Update

- B. King reported that the Wines & Spines event was very well-received and that tickets sold out very quickly.

## 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 **\$27,053.59** as detailed in the Computer Cheque Register for week **#19 DATED May**

10<sup>th</sup>, 2018 have been examined and are hereby approved for payment.

Seconded by L. Hawes  
06/25/18-5

**CARRIED**

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$24,635.71** as detailed in the Computer Cheque Register for week **#23 DATED June 7<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by T. Brown  
06/25/18-6

**CARRIED**

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$43,595.17** as detailed in the Computer Cheque Register for week **#21 DATED May 24<sup>th</sup>, 2018** and the **VISA** purchases statement for the month of **March 2018** and **April 2018** have been examined and are hereby approved for payment.

Seconded by H. McAlpine  
06/25/18-7

**CARRIED**

#### 11.2 Month End Report (April)

- G. Cannon reported that the target remaining is slightly above the expected level due to staffing gaps. Plans are in place to meet expected targets by year end.
- The Month End Report was received.

### 12.0 New Business

#### 12.1 In Camera re: Personnel Issue

Moved by A. Lawlor  
Seconded by H. McAlpine  
06/25/18-8

That the meeting move In Camera.

**CARRIED**

Moved by A. Lawlor  
Seconded by H. McAlpine  
06/25/18-9

That the meeting move Out of Camera.

**CARRIED**

#### Rising Report:

- The Board reported that information regarding the Chief Librarian's job description had been received.

#### Motion arising:

Moved by T. Brown

That the revised job description for the Chief Librarian be approved as presented.

Seconded by H. McAlpine

**06/25/18-10**

**CARRIED**

**12.2** Report No. LBD-2018-010 re: Virtual Reality

- B. King presented Report No. LBD-2018-010 re: Virtual Reality as information for the Board. The Library's new Virtual Reality equipment will provide the community with opportunities to experience this technology through partnership programs extended to youth and seniors, and supervised in-house programs.
- B. King will be providing a presentation regarding HHPL's Virtual Reality programming to Council in the near future, and also at next year's Ontario Library Association SuperConference. An application is also being prepared to nominate this project for the Minister's Award for Innovation.

**12.3** Report No. LBD-2018-016 re: Meeting Room Fees Schedule 2018/2019

- G. Cannon presented for Board consideration, Report No. LBD-2018-016 re: Meeting Room Fees Schedule 2018/2019. This report recommended that meeting room fees for 2018-2019 remain at the current rate in order to continue being in line with Recreation and Parks Department rental fees.

Moved by A. Lawlor

That Report No. LBD-2018-016 dated June 20, 2018 regarding the Meeting Room Fees Schedule 2018/2019 be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the attached 2018 Fee Schedule, which reflects no change to the rates being charged for rooms by the Town's Recreation and Parks Department.

Seconded by H. McAlpine

**06/25/18-11**

**CARRIED**

**13.0 Health & Safety Report**

- G. Cannon reported that there had be no Health and Safety incidents since the May Board meeting.

**14.0 Next Meeting**

Wednesday, September 12, 2018

7:00 p.m.

Georgetown Branch-Board Room

**15.0 Adjournment**

Moved by A. Lawlor

Seconded by H. McAlpine

**06/25/18-12**

The meeting adjourned at 8:25 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: September 12, 2018

DATED: September 12, 2018