

**Halton Hills Public Library Board**

Wednesday, May 12, 2021

Zoom Videoconference

7:00 p.m.

**Minutes**

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

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

**Regrets:** Betsy Cospers, Ted Brown

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved.

Seconded by T. Smith

**05/12/21-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes**

**4.1** April 14, 2021

**4.2** In Camera April 14, 2021

Moved by M. Willis

That the Minutes and In Camera Minutes of April 14,  
2021 be approved as revised.

Seconded by L. Caissie

**05/12/21-2**

**CARRIED**

**5.0 Consent Agenda**

**5.1** Independent article (Apr. 22, 2021) re: "New Library Program Encourages..."

**5.2** Independent article (Apr. 22, 2012) re: "Library Elects New Board Chair..."

The consent agenda was approved concurrently with the agenda.

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 Annual Giving Campaign Update

- M. Willis reported that the Advocacy Committee met on April 26 to review their Terms of Reference and discuss next steps. It was noted that the Advocacy presentation will be revised, and the development of a dedicated webpage is under consideration.
- The minutes will be shared with the Board at the June meeting.
- The Advocacy Committee will meet again on June 9.

### 7.2 Report No. LBD-2021-025 re: Fine Free Implications

- M. Southern presented Report No. LBD-2021-025 as information and to obtain feedback about the implications of moving to a Fine Free system.
- M. Southern discussed that while a move to Fine Free would impact the budget, it was important to note that fine revenues have been steadily decreasing since 2013, and that less than the budgeted \$38,000 (1% of total operating budget) was collected in 2019. This trend is also being experienced by other libraries and is expected to continue due to the increased use of electronic materials that do not accrue fines.
- It was also discussed that without fines, a material recovery model, or accountability mechanism, would need to be instituted to ensure that materials are returned to the library in a timely manner.
- As the current fines-free period, introduced due to the pandemic and stay-at-home restrictions, ends on September 30, the Board considered several approaches for the reintroduction of fines at that time. The consensus was to re-activate fines on October 1.
- Staff will bring forward reports at the next meeting to outline the process for reactivating fines, material recovery model scenario, and the suggested process if HHPL were a move toward a Fine Free system.

## 8.0 Council Update

- A. Lawlor reported:
  - The Town's year-end financial information for 2020 is being reviewed.
  - The designation report about the Methodist Church, now the Helson Gallery and Library Local History Room/Archives, has been updated with additional information and A. Lawlor suggested that staff may wish to review the updated document.
  - The Cultural Centre/Georgetown Branch courtyard plaza opening is being tentatively planned for June.

## 9.0 Friends of the Library Update

- J. Meler reported that the Friends of the Library brochure and banner have been finalized and are now aligned with the new webpage on the HHPL website. Staff will investigate if the Friends page can have a higher prominence in the website's menu structure.

## 10.0 Community Connections Update

- None

## 11.0 Financial Report

### 11.1 Month End Report (April)

- M. Southern reported that spending is very close to target with 72.9% of the budget remaining and that current staffing gaps are being addressed.

Moved by T. Smith  
Seconded by J. Meler

That the Month End Report be received.

**05/12/21-3**

**CARRIED**

## 12.0 New Business

### 12.1 Presentations/Delegations – None

### 12.2 Report No. LBD-2021-022 re: Board Policy Review (1<sup>st</sup> review)

- M. Southern presented Report No. LBD-2021-022 for first review and comment, detailing suggested revisions to the Board's circulation-related policies that would reflect changes in legislation, modifications requested by staff, housekeeping fixes and current best practices in public libraries.
- Highlighted changes:
  - Operational Policies: Removal of operations-related procedures, clarification of membership types and eligibility, and a number of housekeeping items were suggested. This policy to be renamed Borrowing Policy.
  - Fines and Charges Policy: Renamed to Fines and Fees Policy. Updated to clarify language, remove operational details, and to reflect best practices.
  - Confidentiality and Retention of Patron Information: Renamed to Privacy Policy to reflect current practices and align with the Borrowing Policy.
  - Appendix 1-Schedule of Loan Periods and Conditions: Recommended to be repealed due to the complexity of loan rules.
  - Appendix 3-Replacement Charges: Recommended to be repealed as fees for lost and damaged items are based on the original list price or when not available, vendor default pricing.
  - Appendix 2-Schedule of Fines and Charges: Renamed to Appendix 1-Schedule of Fines and Fees to reflect the new numbered sequence with the removal of Appendix 1 Schedule of Loan Periods and Conditions. Updated to reflect best practices and remove redundancies.

- M. Southern will present the revised policies for second review and final approval at the June meeting.

**12.3** Report No. LBD-2021-026 re: 2022 Budget and Business Plan Schedule

- M. Southern shared information about the Town's the 2022 Budget Process and Business Plan Schedule, and recommended that the June Board meeting be delayed by one week to provide Board members the opportunity to review and approve the draft Preliminary Operating Budget and Capital Forecast.

Moved by M. Kindbom

That Report No. LBD-2021-026 dated May 6, 2021 regarding the 2022 Budget Process and Business Plan Schedule be received for information;

AND THAT the June Board meeting be delayed by a week to Wednesday, June 16 to review and approve the submission of the draft Preliminary Operating Budget and Capital Forecast in alignment with the budget schedule.

Seconded by J. Schumacker

**05/12/21-4**

**CARRIED**

**12.4** Report No. LBD-2021-023 re: 2021 Quarter 1 Metrics Report

- M. Querques presented the Quarter 1 Metrics Report detailing how patrons used the collections during the first three months of 2021, in comparison to previous years. While pandemic-related restrictions have resulted in decreased circulation of physical materials and in-person usage, use of the online catalogue, circulation of ephemera (e.g. seeds, games, educational kits), and digital items showed a continuing upward trend.
- It was noted that program attendance statistics have decreased by approximately 40% from Q1-2020. This was primarily attributed to changes in Children's programming. At the beginning of the emergency closure (March 2020), daily programs were offered that did not require registration. Currently, many of the online storytime and other children's programs have returned to being held weekly and require registration, which limits enrolment.
- Social media engagement has continued to improve with an increase of over 50% when compared to the first quarter of 2020.

**12.5** Report No. LBD-2021-027 re: Q1 Work Plan Update

- M. Southern provided an update on the status of initiatives launched during the first quarter and noted that all items are progressing on schedule.
- It was noted that the library is working closely with the Town to develop a webpage that will provide information for residents who are new to Halton Hills, as well as residents who are newcomers to Canada.

- Future Work Plan updates will be provided as an appendix to the quarterly report.

**12.6** Report No. LBD-2021-024 re: Chief Librarian’s Report – May 2021

- M. Southern discussed highlights from the May 2021 Chief Librarian’s Report:
  - Book Bundles and the Home Library Service have been very popular with patrons during the Stay-at-Home order. During April, staff prepared 350 new themed Book Bundles for circulation. Staff continued to select items for many of the 45 Home Service patrons who have been receiving contactless drop-off and pick-ups.
  - Planning for the Library’s annual Wines & Spines June event is well underway and will again feature the Dewey Divas. Two local businesses will be offering optional pre-ordered food bundles to enjoy during this virtual event.
  - This year’s One Book, One Halton Hills title will be announced during a virtual launch on May 27.
  - The Library is now participating in the Community Food Program in partnership with Food for Life, which has donated the refrigerators and will stock them weekly with produce. The Acton Foodshare (for Acton Branch) and Georgetown Bread Basket (for Georgetown Branch) will be providing non-perishable items.

**13.0 Health & Safety Report**

- M. Southern reported that there had been no Health and Safety incidents since the April Board meeting.

**14.0 Next Meeting**

June 16, 2021

7:00 p.m.

Zoom Videoconference

**15.0 Adjournment**

Moved by A. Lawlor

That the meeting be adjourned.

Seconded by M. Willis

**05/12/21-**

**CARRIED**

The meeting adjourned at 8:55pm.

**Signed:** \_\_\_\_\_  
Keith Medenblik, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: June 15, 2021

DATED: June 15, 2021