

**Halton Hills Public Library Board**  
Wednesday, November 14, 2018  
Georgetown Branch – Board Room  
7:00 p.m.  
**Minutes**

**Present:** Ted Brown, Lisa Caissie, Larry Hawes, Matt Kindbom, Bett Leverette (Chair),  
Heather McAlpine, Marilyn Willis

**Staff Present:** Geoff Cannon, Douglas Davey, Barb Elliott (Recorder)

**Regrets:** April Currey, Ann Lawlor, Tamara Smith

**1.0 Declaration of Quorum**

- B. Leverette declared that a quorum was present and called the meeting to order at 7:00 p.m.

**2.0 Approval of Agenda**

Additions:

- Financial Report 11.3) Public Sector Accounting Disclosure Form (G. Cannon)
- New Business (new) 12.5) OLA SuperConference (G. Cannon)

Moved by M. Willis

That the agenda be approved.

Seconded by H. McAlpine

**11/14/18-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of October 3, 2018**

Moved by T. Brown

That the Minutes of October 3, 2018 be approved.

Seconded by L. Caissie

**11/14/18-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by H. McAlpine

That Consent Agenda items:

- 5.1** Board Legacy Report
- 5.2** Third Quarter Report
- 5.3** Minister's Innovation Award Shortlist
- 5.4** Independent photo (Oct. 18, 2018) re: "Virtual Reality"
- 5.5** Independent article (Nov. 1, 2018) re: "Mark your Calendar..."
- 5.6** New Tanner article (Nov. 8, 2018) re: "Halton Hills Public Library shortlisted..."

be approved.

Seconded by L. Hawes

11/14/18-3

CARRIED

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 Board Self-Evaluation – Results

- The results were reviewed and the overall consensus was that the Board seems to be on track with its objectives and operating well.
- Several revisions/clarifications were noted that will be incorporated into the next survey.
- It was noted that not all Board members had completed the survey. It was agreed that the next time this survey is done Board members will be asked to send an email to the Executive Assistant to confirm completion, so that reminders can be sent directly to anyone who has not completed it.

### 7.2 Charitable Status Designation

- G. Cannon reported that the Library had received notification that HHPL's designation as a registered charity has been achieved.
- G. Cannon announced that Dennis Roberts has been hired for the position of Marketing and Communications Specialist. Among his duties, Mr. Roberts will be responsible for the development and implementation of the Annual Giving Program.

## 8.0 Council Update

- T. Brown noted that the final meeting of the current Council term will take place on November 19<sup>th</sup>. The Inaugural of the new Council is scheduled for December 3<sup>rd</sup>.

## 9.0 Friends of the Library Update

- M. Kindbom reported that planning for Caddystacks 4 is well underway and will take place in the Georgetown Branch on Saturday, April 6, 2019 from 10am – 4 pm. In conjunction with this event, an online auction is being organized for the month leading up to Caddystacks. Funds raised during both events will be used for the Acton Reading Deck.
- The next meeting of the Friends of the Library is scheduled for November 15<sup>th</sup>, 2018.

## 10.0 Community Connections Update

### 10.1 SOLS Trustee Update

- L. Hawes reported that he had attended the SOLS Trustee meeting on November 10<sup>th</sup> at the Cambridge Public Library.
- L. Hawes noted that he had spoken with Donald Lynch, Library Board Chair for the Six Nations Public Library, and that he had offered to provide assistance to HHPL

in undertakings related to Truth and Reconciliation. G. Cannon will ask B. King to contact L. Hawes regarding this work.

- The FOPL AMPLO Report dated September 4, 2018 was distributed to Board members for information.

## 11.0 Financial Report

### 11.1 Month End Report (September)

- G. Cannon reported that the target remaining is within 2.4% of the expected level.
- The Month End Report was received by the Board.

### 11.2 Report No. LBD-2018-023 re: Capital Reserve Request

- G. Cannon presented Report No. LBD-2018-023 Capital Reserve Request, for consideration to request a submission to Council to release \$80,000 from the Library's unallocated Capital Reserve account to fund the installation of electronic signage at the Acton Branch Library, similar to other Town facility marquees. This Capital project was recently moved to the Town's 2020 unfunded projects list. The benefits of this signage would be to improve identification and visibility of the Acton Branch Library, and provide additional promotional opportunities for Library programs and partner services. Staff believe that moving forward with this project will heighten public awareness of these activities, increase library and program attendance, and expand the use of this facility. Promotional opportunities would also be available for other Town programming.

Moved by M. Kindbom

That Report No. 2018-023 dated October 31, 2018 regarding Capital Reserve Request to fund the purchase of an electronic sign to be located at the Acton Branch in the amount of \$80,000 be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Capital Reserve Request to fund the electronic sign;

AND FURTHER THAT the Halton Hills Public Library Board approves that that a request be made to Council to release \$80,000 from the Library Capital Reserve Account to fund the electronic sign as part of the Library's 2019 Capital Budget.

Seconded by M. Willis

Discussion:

- Concerns were expressed about the cost of this project.
- G. Cannon noted that due to location of the signage, an electrical line would need to be installed. The cost of this work is included in the \$80,000 request.

**11/14/18-4**

**CARRIED**

**11.3 Public Sector Accounting Standard Related Party Disclosure Form**

- G. Cannon distributed this form for Board members to complete. The purpose of gathering this information is to indicate if a Board member, or any of their family members, have benefited from any business/financial transactions with the Library.
- Completed forms are to be returned to the Financial Analyst.

**12.0 New Business**

**12.1 Report No. LBD-2018-022 re: Library Statistics**

- G. Cannon presented this report which detailed the 2016 and 2017 library statistics compiled by the Federation of Ontario Public Libraries. The report compared HHPL's position to the average performance indicators of libraries serving a population of 50,000 – 100,000. HHPL ranked within the top six libraries for per capita circulation, percentage of population who are active cardholders, in-person library visits and program attendance.
- G. Cannon noted that the quarterly Key Performance Indicator reports will be available to the Board as soon as data comes available. Reports for 2018 were suspended due to anomalies resulting from the migration to the Cloud.

**12.2 Report No. LBD-2018-021 re: Board Policy Review-Financial Management**

- G. Cannon presented this report for consideration to amend the Board's Financial Management Policy. This revision is in response to approval at the October Board meeting to remove the presentation of accounts payable documentation at future Board meetings.

Moved by H. McAlpine

That Report No. LBD-2018-021 dated October 31, 2018 regarding the Board Policy Review – Financial Management Policy be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions to the Financial Management Policy.

Seconded by L. Caissie

**11/14/18-5**

**CARRIED**

**12.3 Board Recruitment – promotional review**

- G. Cannon provided for review, the brochure and poster that were previously used to recruit new Board members.
- Suggested changes:
  - under desirable skills and attributes – background in technology, experience in construction processes and space planning
  - include wording to include that diverse backgrounds are welcome

- G. Cannon will ask D. Roberts, Marketing and Communications Specialist, to update the promotional material.
- G. Cannon will check with the Town Clerk to confirm the dates for submitting Board position applications for the next term.

#### 12.4 December Board Meeting

- There was consensus that the Board would meet at the Georgetown Branch for dinner at 6:00 p.m. on December 12<sup>th</sup>. The regular meeting will commence at 7:00 p.m.
- Board members were asked to contact B. Elliott to confirm their attendance and any dietary restrictions.

#### 12.5 OLA SuperConference

- The 2019 OLA SuperConference will take place January 30<sup>th</sup> – February 2<sup>nd</sup>, 2019. To facilitate early registration, Board members interested in attending were asked to contact B. Elliott by December 7<sup>th</sup>.
- It was noted that a number of HHPL staff would be making presentations at this conference:
  - L. Puddephatt re using board games to engage newcomers
  - J. Mandarino, H. Green, S. Edgar and V. Firth re VR programming for various demographics

#### 12.6 In Camera

Moved by H. McAlpine

That the meeting move In Camera.

Seconded by T. Brown

**11/14/18-6**

D. Davey and B. Elliott left the meeting.

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by H. McAlpine

**11/14/18-7**

**CARRIED**

Rising Report:

- The Board reported that information had been received regarding the Library's Succession Plan. Additional information was received regarding the Chief Librarian's GPS and 360° Review.

#### 13.0 Health & Safety Report

- G. Cannon reported that there had been no health and safety related incidents since the October Board meeting.

**14.0 Next Meeting**

Wednesday, December 12, 2018  
7:00 p.m.  
Georgetown Branch – Board Room

**15.0 Adjournment**

Moved by T. Brown  
Seconded by L. Hawes  
**11/14/18/-8**  
The meeting adjourned at 9:10 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: December 12, 2018

DATED: December 12, 2018