

**Halton Hills Public Library Board**

Wednesday, September 11, 2019

Georgetown Branch-Board Room

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Matt Kindbom, Ann Lawlor, Keith Medenblik (via telephone), Joanna Meler, James Schumacker, Tamara Smith (Chair)

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

**Regrets:** Betsy Cospers, Larry Hawes, Marilyn Willis

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by A. Lawlor

That the agenda be approved as presented.

Seconded by J. Schumacker

**09/11/19-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1** June 12, 2019

Moved by T. Brown

That the Minutes of June 12, 2019 be approved.

Seconded by L. Caissie

**09/11/19-2**

**CARRIED**

**4.2** In Camera June 12, 2019

Moved by A. Lawlor

That the In Camera Minutes of June 12, 2019 be approved.

Seconded by L. Caissie

**09/11/19-3**

**CARRIED**

**5.0 Consent Agenda**

Moved by A. Lawlor

That Consent Agenda items 5.1 – 5.10 be approved.

**5.1** Canadian Urban Libraries Council Statement (June 2019) re: Changes to digital loans

**5.2** Second Quarter Report

**5.3** New Tanner article (June 13, 2019) re: HHPL kicks off another season of Summer...

- 5.4 Independent article (July 4, 2019) re: Halton Hills Public Library Adds 3D Printer
- 5.5 New Tanner article (July 4, 2019) re: Halton Hills Public Library announces Drag Storytime
- 5.6 Independent article (July 11, 2019) re: Toronto Drag Queens to Host Storytime...
- 5.7 New Tanner article (July 15, 2019)re: Halton Hills Interlibrary Loan Service crawls...
- 5.8 New Tanner article (July 18, 2019) re: 2019's One Book One Halton Hills author...
- 5.9 Independent article (Aug. 1, 2019) re: HHPL Announces One Book One Halton Hills...
- 5.10 Independent article (Aug. 1, 2019) re: Interlibrary Loan Service Reinstated at Library

be approved.

Seconded by J. Meler

09/11/19-4

**CARRIED**

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 2020 Budget – Recruitment Services

- G. Cannon presented for Board consideration, a motion to remove the request for Capital Budget funding for Executive Recruitment Services in favour of funding through the 2020 Operating Budget. This change would reflect the Town procedure for procuring these services. If the operating budget is overspent, funding already allocated to this project in the Library Reserve would automatically be used.

Moved by L. Caissie

That the Library Board not submit the Executive Recruitment Services as part of the 2020 Capital Budget;

AND FURTHER THAT the Halton Hills Public Library Board fund the Executive Recruitment Services through the 2020 Operating Budget.

Seconded by J. Meler

09/11/19-5

**CARRIED**

### 7.2 Advocacy Sub-Committee Update

- On behalf of M. Willis who was elected Chair of the sub-committee at the June 18<sup>th</sup> meeting, T. Smith reported that D. Roberts had reviewed the updated presentation about library services that the committee will be presenting to local community groups. It is expected that minor revisions will be done by mid-September, at which time the committee will meet to discuss which organizations will be approached for presentation.

## 8.0 Executive Search Sub-Committee Report

- T. Smith reported that the Executive Search Committee had met on July 18<sup>th</sup>. Information was provided by Daryl Novak, a former SOLS consultant, regarding the various options available for performing an executive search.
- A Chair for this committee will be we elected at the next meeting on September 23<sup>rd</sup>, at which time the committee will also meet with Laura Lancaster, the Town's Manager of Human Resources, who will answer questions and provide additional information about the Town's recruitment process.

## 9.0 Council Update

- T. Brown announced that A. Lawlor is now the Chair of the Town's Tourism Advisory Committee.
- A. Lawlor noted that Council recently attended a very informative Climate Emergency Workshop with Dr. Dianne Saxe, the former Environmental Commissioner of Ontario. A. Lawlor suggested that the Library Board may wish to consider ways that the library can contribute to reducing the future carbon footprint, possibly as an education source/centre for residents. G. Cannon indicated that the Library's 2020 Business Plan will include an item(s) related to sustainability and climate change.
- T. Brown announced that the Town would be hosting the first Rogers Hometown Hockey broadcast of the season at the Mold-Masters Sportsplex on October 5-6. This event will be hosted by Ron MacLean and Tara Slone and include a community celebration of all sports.
- A. Lawlor noted that the budget process is occurring later than usual this year, due to uncertainties at the provincial level.
- G. Cannon noted that Council had passed a resolution that menstrual products provided in all Town facilities would now be free of charge. This resolution is the result of a suggestion put forward by Larry Hawes at the March Board meeting, that HHPL provide these items at no cost in both branches.

## 10.0 Friends of the Library Update

- The next meeting of the Friends of the Library will be on Thursday, September 19<sup>th</sup>.

## 11.0 Community Connections Update

- A. Lawlor noted that the Library is very involved in the upcoming Culture Days event on September 27, 28, 29 and that the annual Doors Open Halton will also take place that weekend.
- A. Lawlor noted that in the past, the Board has been active in promoting the democratic process and asked how the Library may be involved in the upcoming Federal election. G. Cannon responded that the library would be assisting with the all-candidates meeting sponsored by the CFUW; ensuring there is public access to all candidate information; and promoting to "Get the Vote Out".

- G. Cannon reported that as a representative for medium-sized libraries, he would be participating in a provincial workgroup regarding the effects due to the changes in the Inter Library Loan system.

## 12.0 Financial Report

### 12.1 Month End Report (May, June, July)

- D. Davey reported that as of July 31<sup>st</sup>, spending is slightly below the target of 42%. This is primarily due to staffing gaps resulting from the part-time nature of many positions.
- The May, June and July Month End Reports were received by the Board.

## 13.0 New Business

### 13.1 Report No. LBD-2019-012 re: Unaccompanied Adults

- D. Davey presented for Board consideration, a recommendation to revise the Board's Children's and Youth Services policy to include a statement regarding unaccompanied adults. This addition would provide staff with the ability to ask someone to move from the Children's or Teen spaces to another area of the library, if they feel it is warranted. Staff would be provided training to handle specific situations, and a written incident report would be required if it becomes necessary to enact this policy.

Moved by M. Kindbom

That report LBD-2019-012 dated May 22, 2019, regarding an Unaccompanied Adults Policy be received;

AND FURTHER THAT the Board's Children's and Youth Services Policy be modified to include reference to unaccompanied adults as outlined in Appendix 1 of the report.

Seconded by J. Schumacker

**09/11/19-6**

**CARRIED**

### 13.2 Memo No. LBM-2019-002 re: Drag Queen Storytime Follow-up

- D. Davey provided a memorandum for Board information, as a follow-up to the Drag Queen Storytime that was held at the Georgetown Branch on July 20, 2019. This program was very well-received with an attendance of approximately 150 people. The majority of attendees were from Halton Hills, with others travelling from Hamilton, Burlington, Guelph, Waterloo, and Erin. It was noted that several informal complaints had been received and were addressed in-person by either D. Davey or G. Cannon. One formal request for program reconsideration was received and responded to by D. Davey.
- It is hoped that similar programs will run in the future.

**13.3** Report No. LBD-2019-017 re: 2020 Holiday Closure Schedule

- D. Davey presented for Board consideration, a recommendation regarding the 2020 Holiday Closure Schedule.

Moved by M. Kindbom

That Report No. LBD-2019-017 dated September 11, 2019 regarding the 2020 Holiday Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Holiday Closure Schedule for 2020.

Seconded by J. Schumacker

**09/11/19-7**

**CARRIED**

**14.0 Health & Safety Report**

- G. Cannon reported that there had been no staff Health & Safety incidents since the June Board meeting.

**15.0 Next Meeting**

Wednesday, October 9, 2019

7:00p.m.

Acton Branch – Community Room

**16.0 Adjournment**

Moved by J. Schumacker

That the meeting be adjourned.

Seconded by L. Caissie

**09/11/19-8**

**CARRIED**

The meeting adjourned at 8:35pm.

**Signed:** \_\_\_\_\_  
Tamara Smith, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Geoff Cannon, Chief Librarian  
Halton Hills Public Library Board

APPROVED: October 9, 2019

DATED: October 9, 2019