

Halton Hills Public Library Board

Wednesday, March 14, 2018

Acton Branch – Community Room

7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, April Currey, Larry Hawes, Matt Kindbom,
Bett Leverette (Chair), Heather McAlpine, Tamara Smith

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

Regrets: Ann Lawlor, Marilyn Willis

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

- New Business item 13.1 Memorandum No. LBM-2018-001 re: Family Escape Rooms will be presented as Item 4.2.

Moved by M. Kindbom

That the agenda be approved as amended.

Seconded by T. Smith

03/14/18-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Presentations

4.1 Lynda.com

- B. King presented an introduction to the new online resource Lynda.com which is now available free of charge to all HHPL cardholders. Lynda.com is an e-learning platform that offers more than 3500 high-quality courses to improve business, technology and creative skills. This new service is being widely publicized through presentations to Town Council and the Community and Corporate Affairs Committee. As well, information is being provided to the Library's partners and to the general public through the HHPL website and media releases to local newspapers.

4.2 Memorandum No. LBM-2018-001 re: Family Escape Rooms

- D. Davey presented information about the Family Escape Room program which was introduced in 2017. This program was designed to provide family members of all ages a positive and enjoyable opportunity to participate together at the library to solve

clues and puzzles to 'escape the room'. Response to date has been very positive and the program will be renewed in 2018 and expanded to the Acton Branch.

- Memorandum No. LBM-2018-001 was received for information.

5.0 Minutes of February 14, 2018

Moved by H. McAlpine

That the Minutes of February 14, 2018 be approved.

Seconded by L. Caissie

03/14/18-2

CARRIED

6.0 Consent Agenda

Items removed for discussion:

- 6.7) New Tanner article (Mar. 8, 2018) re: Acton teens invited to provide leadership (B. Leverette)

Moved by L. Caissie

That Consent Agenda items:

- 6.1** Town of Halton Hills 2017 Stat of Sustainability Profile
- 6.2** New Tanner article (Feb. 22, 2018) re: Library announces new light therapy lamps
- 6.3** New Tanner article (Feb. 22, 2018) re: Family Day around Acton
- 6.4** Independent article (Feb. 22, 2018) re: Library can help if you're feeling depressed
- 6.5** Ifp.ca article (Mar. 1, 2018) re: Halton Hills Public Library now offering Lynda.com
- 6.6** Ifp.ca article (Mar. 6, 2018) re: Halton Hills Public Library hosts series for...

be approved.

Seconded by T. Smith

03/14/18-3

CARRIED

6.7 New Tanner article (Mar. 8, 2018) re: Acton teens invited to provide leadership

- B. Leverette requested additional information about the Teen Advisory Committee (TAC).
- D. Davey responded that a TAC is being formed at each branch to provide opportunities for Teens to earn volunteer hours while participating in a variety of activities including in new programs, seeing new teen books, movies, video games, and create and lead new teen events. To date, 16 teens have volunteered for the Georgetown Branch TAC and 3 for the Acton Branch.

Moved by T. Smith

That Consent Agenda item 6.7 be approved.

Seconded by H. McAlpine

03/14/18-4

CARRIED

7.0 Correspondence

7.1 Letter to B. King re: Public Libraries Leaders Program

7.2 Letter to D. Davey re: Public Libraries Leaders Program

- The Board congratulated B. King and D. Davey on completing the Public Libraries Leaders Program.
- All items of correspondence were received for information.

8.0 Business Arising

8.1 In Camera

Moved by A. Currey

That the meeting move In Camera

Seconded by M. Kindbom

03/14/18-5

CARRIED

B. Elliott left the meeting

Moved by M. Kindbom

That the meeting move Out of Camera

Seconded by T. Brown

03/14/18-6

CARRIED

B. Elliott returned to the meeting

Rising Report:

- The Board reported that:
 - Information had been received regarding the GPS for the Chief Librarian
 - Confidential Report No. LBD-2018-005 re: Succession Planning was received for information.

9.0 Council Update

- T. Brown discussed that he had attended the recent Downtown Georgetown Secondary Plan information session.

10.0 Friends of the Library Update

- M. Kindbom reported that preparations are well-underway for the Caddystacks event at the Georgetown Branch on April 7th. It was also noted that the donation bin for the children's books and toys sale being held in conjunction with this event has been placed next to the Georgetown Circulation desk. A Friends of the Library membership recruitment drive will also take place that day.
- At their February meeting the Friends approved several Library funding requests totaling \$11,600. Approved requests included the Ink Writing contest, the Acton Reading deck, Halton Hills lecture series, and the proposed citizenship ceremony.
- The next meeting will take place on March 22nd.

- G. Cannon updated the Board that the Library application to attain charitable status is almost complete and expects that it will be submitted very soon.

11.0 Community Connections Update

- L. Hawes noted that a number of 'Free Little Libraries' have been erected by Georgetown residents.
- On behalf of M. Willis, G. Cannon provided information inviting Board members to attend the next public event for Destination Downtown on April 4th at Knox Presbyterian Church, where design and planning options will be discussed.

12.0 Financial Report

12.1 Accounts Payable

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$71,044.38** as detailed in the Computer Cheque Register in week **#7 DATED February 15th, 2018** and **VISA** purchase statement for the month of **January 2018** have been examined and are hereby approved for payment.

Seconded by M. Kindbom
03/14/18-7

CARRIED

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$29,928.90** as detailed in the Computer Cheque Register for week **#9 DATED March 1st, 2018** have been examined and are hereby approved for payment.

Seconded by T. Brown
03/14/18-8

CARRIED

12.2 Month End Report (February)

- The monthly report was not yet available.

13.0 New Business

13.1 Memorandum No. LBM-2018-001 re: Family Escape Rooms

- Discussed under item 4.2.

14.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety related issues since the February Board meeting.

15.0 Next Meeting

Wednesday, April 11, 2018

7:00 p.m.

Georgetown Branch – Board Room

16.0 Adjournment

Moved by T. Brown

Seconded by H. McAlpine

03/14/18-9

The meeting adjourned at 8:50 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: April 11, 2018

DATED: April 11, 2018