

Halton Hills Public Library Board
Wednesday, September 12, 2018
Georgetown Branch – Board Room
7:00 p.m.
Minutes

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

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

Guests: Maureen Van Ravens, Manager of Transportation, Transportation and Public Works
Deanna Locey, Transit Supervisor, Transportation and Public Works

Regrets: Marilyn Willis

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

Moved by H. McAlpine

That the agenda be approved as presented.

Seconded by M. Kindbom

09/12/18-1

CARRIED

3.0 Presentation: Town of Halton Hills Transportation Study

- M. Van Ravens provided information regarding the Town's Transportation Study, and transit options that may be considered for Halton Hills in the future. Various scenarios on the type of transit and possible funding options were presented and it was noted that accessibility to all areas of Halton Hills, rural and urban, will be important. The transit system will evolve and expand over time in response to population needs, demand, future development, and funding availability. It is expected that a full analysis and costing will be presented to Council in 2019.

4.0 Declaration of pecuniary interest

- None

5.0 Minutes

5.1 June 25, 2018

Moved by L. Hawes

That the Minutes of June 25, 2018 be approved.

Seconded by T. Brown

09/12/18-2

CARRIED

5.2 In Camera June 25, 2018

Moved by H. McAlpine

Seconded by T. Smith

09/12/18-3

That the In Camera Minutes of June 25, 2018 be approved.

CARRIED

6.0 Consent Agenda

Moved by A. Currey

That Consent agenda items:

6.1 Second Quarter Report

6.2 Library Banner

6.3 Independent article (June 28, 2018) re: "One Book One Halton Hills title announced..."

6.4 Independent article (June 28, 2018) re: "Library launches online art gallery..."

6.5 New Tanner article (July 5, 2018) re: "Library unveils 'One Book, One Halton Hills'..."

6.6 Brampton Guardian article (Sept. 5, 2018) re: "Brampton Library drops overdue fines..."

be approved.

Seconded by L. Caissie

Discussion:

- A. Lawlor commended staff for the many programs and initiatives undertaken during the second quarter that were noted in the Second Quarter Report.
- B. Leverette requested that additional formatting be considered to emphasize the activities of each quarter. G. Cannon will investigate new formatting.

09/12/18-4

CARRIED

7.0 Correspondence

- None

8.0 Business Arising

8.1 Board Legacy Report-update

- D. Davey, B. Elliott, C. Hanman and B. King left the meeting.

8.1.1 In Camera re: Succession Planning

Moved by A. Currey

That the meeting move In Camera.

Seconded by T. Smith

09/12/18-5

CARRIED

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by T. Smith

09/12/18-6

CARRIED

- D. Davey, B. Elliott, C. Hanman and B. King rejoined the meeting.

Rising Report:

- The Board reported that the Succession Planning section of the draft Legacy Report had been reviewed and will be updated as discussed. Further discussion of the Legacy Report will take place at the October Board meeting.

8.2 2019 Budget – update

- G. Cannon reported that the Operating Budget requests moving forward for Council consideration will be the Marketing and Communications Coordinator, and the Base Budget increases. Capital Budget items moving forward include requests for the Library Technology Renewal, Library Materials, and the Library Materials Collection Development.
- Operating Budget requests that are currently unfunded include the Human Resources Consultant and Innovation Librarian. The Capital Budget unfunded items include renovations to the Circulation workroom; the book vending machines request has been removed.
- G. Cannon noted that the request for a full set of traffic lights at the corner of School Lane and Main St. in Acton has moved forward. These traffic lights will improve safety for all attending the Acton Branch Library and Robert Little Public School.

8.3 HHPL Website – update

- C. Hanman reported that work on HHPL's new website is progressing well:
 - Review of the old website took place with input from a focus group
 - Staff training to write for the web has been completed
 - The preliminary design has been approved
 - Currently, the new website is being built and content writing is progressing
 - Testing of the new site is expected in November
 - The launch has been tentatively scheduled for December
 - Promotion of the new site will be a high priority for the new Marketing and Communications Specialist

8.4 Advocacy Presentation – update

- G. Cannon reported that the Advocacy Presentation being prepared to provide information to service and community groups is on hold until the Marketing and Communications Specialist position is filled. At that time, the presentation format will be reviewed in detail and revised if necessary. The new presentation will be rolled out to the new Board for implementation early in 2019.

9.0 Council Update

- A. Lawlor commended library staff on their informative presentations to the Community and Corporate Affairs Committee over the past few months.

10.0 Friends of the Library Update

- The next Friends of the Library meeting is scheduled for September 20th where planning for an online fundraising auction will continue. The Friends current goal is to raise \$10,000 towards the new Georgetown Branch Library/Cultural Centre Courtyard Plaza over the next two years.

11.0 Community Connections Update

- Several Board members noted conversations with residents around the proposed Southwest Georgetown Branch and recommended that marketing be a key component when preparing for the building of the new branch.
- A. Lawlor noted that this year's Doors Open in Halton Hills will be on September 29th, during Culture Days weekend. The Georgetown Branch Library and Cultural Centre will be participating by providing facility tours. B. King added that many Culture Days activities will also be taking place over the weekend throughout the facility.

12.0 Financial Report

12.1 Accounts Payable

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$35,774.00** as detailed in the Computer Cheque Register for **\$13,148.36** in week **#35 DATED August 30th, 2018** and the **VISA** purchases statement for the month of **June 2018** for **\$13,249.52** and **July 2018** for **\$9,376.12** have been examined and are hereby approved for payment.

Seconded by L. Caissie
09/12/18-7

CARRIED

Moved by M. Kindbom

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$24,725.20** as detailed in the Computer Cheque Register for week **#29 DATED July 19th, 2018** have been examined and are hereby approved for payment.

Seconded by L. Caissie
09/12/2018-8

CARRIED

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$18,595.24** as detailed in the Computer Cheque Register for **\$6,557.58** in week **#25 DATED June 18th, 2018** and the **VISA** purchases statement for the month of **May 2018** for **\$12,067.66** have been examined and are hereby approved for payment.

Seconded by A. Currey
09/12/18-9

CARRIED

Moved by A. Currey

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$13,451.54** as detailed in the Computer Cheque Register for week **#31 DATED August 2nd, 2018** have been examined and are hereby approved for payment.

Seconded by H. McAlpine
09/12/18-10

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$21,267.44** as detailed in the Computer Cheque Register for week **#33 DATED August 16th, 2018** have been examined and are hereby approved for payment.

Seconded by A. Lawlor
09/12/18-11

CARRIED

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$3,540.72** as detailed in the Computer Cheque Register for week **#27 DATED July 7th, 2018** have been examined and are hereby approved for payment.

Seconded by T. Smith
09/12/18-12

CARRIED

12.2 Month End Report (May, June, July)

- G. Cannon reported that the target remaining is slightly above the expected level, primarily due to staffing gaps. Plans have been implemented to meet the expected targets by year end.
- The Month End Report was received.

13.0 New Business

13.1 Report No. LBD-2018-017 re: 2019 Holiday Closures

- G. Cannon presented for Board consideration, Report No. LBD-2018-017 regarding the dates in 2019 that the Library would be closed for statutory holidays.

Moved by T. Smith

That Report No. LBD-2018-017 dated September 5, 2018 regarding the 2019 Holiday Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Holiday Closure Schedule for 2019.

Seconded by A. Lawlor
09/12/18-13

CARRIED

13.2 Virtual Reality Award Submission – update

- B. King reported that an application has been submitted for the Minister’s Award for Innovation, for HHPL’s use of Virtual Reality in outreach programs. The winners will be announced at the OLA SuperConference in January 2019. As well, four staff members have been accepted to be presenters at the 2019 OLA SuperConference, and are planning a presentation for attendees about how HHPL uses VR in our outreach programs.

14.0 Health & Safety Report

- G. Cannon reported that there had been no Health and Safety incidents since the June Board meeting.
- G. Cannon noted a positive reaction from the Acton community regarding the Civic Holiday opening of the Acton Branch as a cooling centre. In view of Climate Change, future needs will be monitored and if required funding may be sought to support additional openings of the Acton Branch.

15.0 Next Meeting

Wednesday, October 3, 2018

7:00 p.m.

Acton Branch – Community Room

16.0 Adjournment

Moved by T. Smith

Seconded by H. McAlpine

09/12/18-14

The meeting adjourned at 9:00pm.

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: October 3, 2018

DATED: October 3, 2018