

Halton Hills Public Library Board

Wednesday, October 3, 2018
Acton Branch – Community Room
7:00 p.m.

Minutes

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

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

Regrets: April Currey

Guest: Tammy McQueen, Economic Development and Tourism Coordinator

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.

Seconded by T. Smith

10/03/18-1

CARRIED

3.0 Presentation: Tourism Updates

- Tammy McQueen presented information regarding the status of tourism initiatives in Halton Hills. There are a number of current projects, several of which are the hiring of permanent Economic Development and Tourism (EDT) staff, a new local tourism survey, assisting event organizers with social media promotion, data collection and imagery, and providing event organizers with “Tourism Snapshot” reports. Also, there will be an audit of the content and functionality, as well as a refresh and upgrading of the Visit Halton Hills website. EDT staff also participate on a number of regional and local tourism committees.

Discussion:

- There was a suggestion that in the future, the Board may want to consider broadening the Library’s mandate to include expanded services for tourists, through partnerships and cross-promotions.

4.0 Declaration of pecuniary interest

- None

5.0 Minutes

5.1 September 12, 2018

Moved by T. Brown

Seconded by L. Caissie

10/03/18-2

That the Minutes of September 12, 2018 be approved.

CARRIED

5.2 In Camera September 12, 2018

Moved by T. Smith

Seconded by M. Kindbom

10/03/18-3

That the In Camera Minutes of September 12, 2018 be approved.

CARRIED

6.0 Consent Agenda

Moved by H. McAlpine

That Consent Agenda item:

6.1 FOPL AMPLO Report – Sept. 4, 2018

be approved.

Seconded by L. Hawes

10/03/18-4

CARRIED

7.0 Correspondence

- None

8.0 Business Arising

8.1 Legacy Report-update

- B. Leverette reviewed the revised draft of the Board's 2015-2018 Legacy Document. Additional information was noted and will be included regarding outreach to new residents of Vision Georgetown, and planning information for the new southwest Georgetown branch. The final version will be provided at the November Board meeting.

9.0 Council Update

- T. Brown and A. Lawlor reported that candidates' debates have been taking place in advance of the upcoming municipal election.

10.0 Friends of the Library Update

- M. Kindbom reported:
 - The Friends are currently focusing on fundraising for the Georgetown Branch/Cultural Centre Courtyard Plaza. An online auction is being planned, and Caddystacks 4 will take place in the Spring of 2019. It was also noted that a local company has expressed the intention to make a donation toward this project.

- This year's children's Summer Reading Club had 977 participants. The Friends introduced a new incentive this year, the awarding of 'book bucks' based on completing a set amount of reading. The coupons are redeemable for books at the Friends pop-up booksales. \$300 in coupons was awarded, and to date \$100 has been redeemed.
- Ink Writing awards will take place on October 16th. The Friends sponsor this annual creative writing contest for young people in grades 4-8 (Inksters) and grades 9-12 (Inklings).

11.0 Community Connections Update

- Doors Open Halton Hills took place the last weekend of September. The Georgetown Branch and Cultural Centre offered tours on September 30th, and it was noted that many visitors were from out of Town.
- The Library offered a number of well-attended events/programs during Culture Days which took place from September 28-30.

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 **\$90,635.31** as detailed in the Computer Cheque Register for week **#39 DATED September 27th, 2018** have been examined and are hereby approved for payment.

Seconded by M. Willis

10/03/18-5

CARRIED

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$3,116.95** as detailed in the Computer Cheque Register for week **#37 DATED September 13th, 2018** have been examined and are hereby approved for payment.

Seconded by M. Willis

10/03/18-6

CARRIED

12.2 Month End Report (August)

- G. Cannon reported that the target remaining is near the expected level. The staffing gaps experienced during the first part of 2018 are being addressed and have been significantly narrowed.
- The Month End Report was received by the Board.

13.0 New Business

13.1 Report No. LBD-2018-019 re: Review of Financial Reports

- G. Cannon presented for Board consideration, Report No. LBD-2018-019 regarding the review of financial reports and the removal of the receipt of accounts payable documentation.

Moved by A. Lawlor

That Report No. LBD-2018-019 dated September 17, 2018 regarding the Board's review of financial reports be received;

AND FURTHER THAT the Halton Hills Public Library Board approves to remove the receipt of the accounts payable documentation, subject to consultation with the Town Treasurer by the Chief Librarian.

Seconded by L. Hawes

10/03/18-7

CARRIED

13.2 Library Board Self-Evaluation

- G. Cannon provided a copy of the previous Board Self-Evaluation Questionnaire for review, to see if any revisions are recommended for the scheduled Term-end self-evaluation process by Board members.
- There was consensus that the previous questionnaire be administered as presented.
- To assure anonymity, B. Elliott will post the questionnaire to Survey Monkey and provide the link to Board members. Results of the self-evaluation will be presented at the November Board meeting.

13.3 Report No. LBD-2018-018 re: Proposed 2019 Board Meeting Schedule

- B. Elliott presented for Board consideration, Report No. LBD-2018-018 regarding the proposed dates for scheduled Library Board meetings during 2019.

Moved by M. Willis

That Report No. LBD-2018-018 dated September 18, 2018 regarding the proposed 2019 Library Board Meeting Schedule be received;

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

Seconded by T. Smith

10/03/18-8

CARRIED

14.0 Health & Safety Report

- G. Cannon reported that there had been no Health and Safety incidents since the September Board meeting.

15.0 Next Meeting

Wednesday, November 14, 2018
7:00 p.m.
Georgetown Branch - Board Room

16.0 Adjournment

Moved by M. Kindbom
Seconded by L. Hawes
10/03/18-9
The meeting adjourned at 8:25 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: November 14, 2018

DATED: November 14, 2018