

Halton Hills Public Library Board

Wednesday, December 12, 2018

Cultural Centre - Studio

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, Marilyn Willis

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

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

Moved by H. McAlpine

That the agenda be approved.

Seconded by A. Currey

12/12/18-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 November 14, 2018

Moved by L. Caissie

That the Minutes of November 14, 2018 be approved.

Seconded by M. Kindbom

12/12/18-2

CARRIED

Discussion re Item 7.2) Charitable Status Designation:

- A. Lawlor indicated that she had recently attended a workshop regarding the legislation around charitable corporations and the Not-for-Profit Corporations Act. In order to provide Board members with an in depth understanding of their responsibilities under this Act, it was suggested that a similar training session be arranged for HHPL Board members early in the next term.
- G. Cannon will further investigate setting up this training and arrange a time once the next Board has been installed.

4.2 In Camera November 14, 2018

Moved by T. Brown

That the In Camera Minutes of November 14, 2018 be approved.

Seconded by M. Willis

12/12/18-3

CARRIED

5.0 Consent Agenda

- None

6.0 Correspondence

- None

7.0 Business Arising

7.1 Board Recruitment – promotional review

- G. Cannon reviewed the updated promotional material to be used to recruit new Board members. Suggested revisions will be incorporated into these items for Board review prior to being publicly posted.

8.0 Council Update

- T. Brown and A. Lawlor indicated that they will be returning to the Library Board as Council representatives for the next term.
- Budget meetings have been scheduled for January.

9.0 Friends of the Library Update

- M. Kindbom reported that planning for Caddystacks 4 on April 6, 2019 is well underway. Planning for the online auction leading up to this event is going well and items for auction are starting to be received.
- Construction planning for the reading deck at the Acton Branch will commence early in 2019.

10.0 Community Connections Update

- G. Cannon distributed copies of the book “Art in Your Wallet” to Board members. This book was produced by the Federation of Ontario Public Libraries, and is a compilation of artwork for public library cards from across Ontario.

11.0 Financial Report

11.1 Month End Report (October)

- G. Cannon reported that spending is within 3% of the expected level. Staffing gaps from earlier in the year have been addressed.
- It was noted that the Wordsworth Newsletter will be reformatted in 2019 and that adjustments in printing costs are under consideration. The online downloadable version of Wordsworth is no longer available due to additional costs related to AODA accessibility.
- The Month End Report was received by the Board.

12.0 New Business

12.1 Library Business Plan-2019 Preliminary

- G. Cannon reviewed the Library's 2019 Preliminary Business Plan which will be presented to the Town's Corporate and Community Affairs Committee, and Budget Committee early in January.
- The highlights of 2018 included: completion of the Collection Development Report, introduction of virtual reality, progress on the Indigenous Framework, launched Lynda.ca, launched the new HHPL website, introduced the Seed Library with assistance from community partners, Teen lock-in program, introduction the Cloud Library, and the opening of the Acton Branch as a cooling centre.
- A number of challenges were identified that will be considered during the budget process:
 - To provide appropriate open hours for the growing population to ensure convenient access
 - To provide relevant resources and experiences for an increasingly diverse population
 - To maintain resources to provide stable staffing and appropriate training to allow the realization of strategic goals
 - To having sufficient resources to keep pace with changing technology, and to provide assistance to "those on the 'have not' side of the digital divide"
- Major projects for 2019 are expected to include:
 - Construction and opening of the Acton Reading Deck
 - Provide welcoming opportunities and connections for newcomers through resources and programming
 - Install the Acton Branch marquee
 - Update the Economic Impact Study

12.2 HHPL Website

- C. Hanman provided an overview of the Library's new website which went live on December 7th. The aim was to improve the website to be more accessible, useful, and as user-friendly. The homepage was designed to have as much information available as possible and that additional information could be found easily within one to three 'clicks'. To date, patron feedback has been very positive.

13.0 Health & Safety Report

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

14.0 Next Meeting

Wednesday, January 9, 2019

7:00 p.m.

Georgetown Branch – Board Room

15.0 Adjournment

Moved by M. Willis

Seconded by T. Smith

12/12/18-4

The meeting adjourned at 8:10 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: January 9, 2019

DATED: January 9, 2019