

**Halton Hills Public Library Board**

Wednesday, January 9, 2019

Georgetown Branch-Board Room

7:00 p.m.

**Minutes**

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

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

**Regrets:** Lisa Caissie

**1.0 Declaration of Quorum**

- T. Smith 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. Willis

**01/09/19-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of December 12, 2018**

Moved by M. Kindbom

That the Minutes of December 12, 2018 be approved.

Seconded by H. McAlpine

**01/09/19-2**

**CARRIED**

**5.0 Consent Agenda**

- None

**6.0 Correspondence**

**6.1** Thank you note from patron

- Correspondence was received.

**7.0 Business Arising**

**7.1** Board Recruitment-Promotional Review

- The Board reviewed updated promotional materials to recruit new Board members for the 2019-2022 Term. Several suggested revisions will be incorporated and materials will be posted for public information tomorrow.

- Board members were reminded that the deadline to apply for Board positions is Friday, January 18<sup>th</sup>, 4:30p.m.

## 8.0 Council Update

- A. Lawlor/T. Brown reported:
  - The Library's 2019 Business Plan had been presented to the Community and Corporate Affairs Committee by G. Cannon.
  - Councillors have been reviewing the proposed 2019 departmental budgets in preparation for Budget Committee meetings that will begin next week. G. Cannon noted that a request for a new stop light at the corner of School Lane and Hwy 7 in Acton has been included in the Transportation and Public Works budget. This is expected to significantly improve safety, and ease access to the Acton Branch Library.
  - The results of the Transit Study are expected to be presented to Council this Spring.
  - Town residents are being encouraged to participate in voting to measure public support around whether Halton Hills should opt in or out, to allow retail cannabis stores at this time. Votes can be cast either in person at a number of Town facilities (including both library branches), or online through "Let's Talk Halton Hills".

## 9.0 Friends of the Library Update

- The next meeting of the Friends will be on Friday, January 18<sup>th</sup>.

## 10.0 Community Connections Update

- It was noted that the Georgetown Service Ontario office will be closing on February 15<sup>th</sup>.
- D. Davey reported that the Exam Cram program is currently underway and that several library spaces have been set up to facilitate high school students studying during the exam period. It was noted that on one afternoon, members of the St. John's Ambulance brought several service dogs into the library to provide stress relief for students and patrons.
- "100 Women Who Care": A. Lawlor outlined how this group of local women participates four times per year to provide a donation to local charities. The library may consider making a presentation at a future meeting.

## 11.0 Financial Report

### 11.1 Month End Report (November)

- G. Cannon reported that spending is within approximately 5% of the expected level.
- The Month End Report was received by the Board.

## 12.0 New Business

### 12.1 2018 Board Objectives – Review

- The Board reviewed the status of their 2018 Objectives.
- Outstanding objectives:

- Review and approval of an *Acknowledgement of the Land (Truth and Reconciliation)* plan:
  - B. King updated that a meeting with Halton Region has taken place. B. King is also working with D. Szybalski on a presentation to Council regarding the importance of an Indigenous Framework in the Halton Hills community. It was noted that the process of establishing the proper connections is slow, and that it is hoped this objective will move forward early in 2019.
  - Work to Indigenize the HHPL collection is almost complete.
- Seeking Positive Spaces Network (PSN) accreditation:
  - The PSN experienced unexpected setbacks in 2018. This objective will move forward in 2019.
- Support of Team Wenjiang and the Wenjiang Action Plan:
  - This objective may continue into 2019 pending additional information from Team Wenjiang.
- Providing guidance to the Advocacy Sub-Committee in the planning, delivery and evaluation of presentations to community organizations:
  - This objective will move forward in 2019 with input from the Marketing and Communications Specialist.
- Develop an annual giving campaign, including policies and governance:
  - Now that the Library has achieved charitable status, this project will move forward in 2019 with assistance from the Marketing and Communications Specialist.

## 12.2 Vision Georgetown Library Branch

- G. Cannon reported that a number of changes have been made to the proposed library branch in the Vision Georgetown project. This branch, originally envisioned as a stand-alone building scheduled to be built in 2024, is now being planned as part of a multi-use recreation facility that is scheduled to be built in 2028. This project is currently unfunded.
- In the meantime, library staff will consider alternative outreach options to serve the residents of south and southwest Georgetown.
- G. Cannon acknowledged that there would likely be significant additional demand on current library collections resulting from the increased population, and noted that the void could be somewhat filled through electronic resources and additional outreach programming at other venues (e.g. storytimes at the Gellert Centre).

## 12.3 Library-on-Wheels (The Home Library Service)

- B. King presented the new Home Library Service brochure and explained that the former Library-on-Wheels Service had been rebranded to provide patrons with a better understanding of the purpose of this service, and how it works.
- The Home Library Service consistently serves approximately 100 patrons and groups.

**12.4 Report No. LBD-2019-002 re: Children's and Youth Programming 2018**

- D. Davey presented Report No. LBD-2019-002 and provided a summary of statistics about the programs offered by the Library's Children's and Youth Department during 2018.
- Highlights:
  - Compared to 2017:
    - There was an overall increase of 3% in program attendance. (Georgetown and Acton branches both increased by 3%).
    - The total number of programs increased by 10%.
    - Overall average attendance per program decreased by 6%. This decrease can be attributed to the fact that a greater number of programs were run with lower attendance caps (e.g. S.T.E.A.M., reading clubs).
  - Early Literacy programs account for approximately half of all attendance, followed by Outreach programs that are run at different venues (e.g. Gellert, drop-in centres).
  - Core Teen programs were a focus during 2018 with a number of new well-attended activities being offered. It was noted that a number of Adult programs also appeal to and are well-attended by teens.
- D. Davey discussed that the programs which are run on a cost-recovery basis (e.g. Lego Robotics) are well-attended. It was noted that specialized programs with a higher cost have been well-received but that the demand is currently low and they have been discontinued for now (i.e. Robo Geek).
- G. Cannon noted that HHPL's organizational needs and planning for beyond 2020 would be a Board agenda item in 2019.
- Report No. LBD-2019-002 was received as information.

**13.0 Health & Safety Report**

- G. Cannon reported that there had been no workplace health and safety issues since the January Board meeting.

**14.0 Next Meeting**

Wednesday, February 13, 2019

7:00 p.m.

Georgetown Branch – Board Room

**15.0 Adjournment**

Moved by M. Kindbom

That the meeting be adjourned.

Seconded by H. McAlpine

**01/09/19-3**

**CARRIED**

The meeting adjourned at 8:55 p.m.

**Signed:** \_\_\_\_\_  
Bett Leverette, Chair  
Halton Hills Public Library Board

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

APPROVED: February 13, 2019  
DATED: February 13, 2019