

Halton Hills Public Library Board

Wednesday, March 13, 2019
Georgetown Branch-Board Room
7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Betsy Cosper, Larry Hawes, Matt Kindbom, Ann Lawlor, Keith Medenblik, Joanna Meler, Jamie Schumacker, Tamara Smith (Chair)

Staff Present: Geoff Cannon, Barb Elliott (Recorder), Clare Hanman, Mary Land

Regrets: Marilyn Willis

1.0 Declaration of Quorum

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

2.0 Introductions

- G. Cannon welcomed everyone to this first meeting of the 2019-2022 Term of the Library Board. Each member of the Board then introduced themselves and briefly discussed their background and why they applied to be a member of the Board.

3.0 Election of Officers

3.1 Election of Chair

- L. Hawes nominated Tamara Smith for the position of Chair of the Halton Hills Public Library Board. Tamara Smith accepted this nomination.
- As there were no further nominations, G. Cannon declared Tamara Smith to be the Chair of the Halton Hills Public Library Board, by acclamation.

3.2 Election of Vice Chair

- M. Kindbom nominated Lisa Caissie for the position of Vice Chair of the Halton Hills Public Library Board. Lisa Caissie accepted this nomination.
- As there were no further nominations, G. Cannon declared Lisa Caissie to be the Vice Chair of the Halton Hills Public Library Board, by acclamation.

As the elected Board Chair, T. Smith took over the role of meeting Chair.

4.0 Approval of Agenda

- G. Cannon requested the addition of New Business 18.2) Period Equity

Moved by K. Medenblik
Seconded by M. Kindbom

That the agenda be approved as amended.

03/16/19-1

CARRIED

5.0 Declaration of pecuniary interest

- None declared.

6.0 Board Representation and Committees

6.1 Nomination of Southern Ontario Library Services (SOLS) Trustee

- L. Hawes provided an overview of the roles and expectations of the SOLS Trustee.
- B. Cosper volunteered to be the SOLS representative for the HHPL Board.
- B. Elliott will notify SOLS of B. Cosper's appointment to this position.

6.2 Nomination of Friends of the Library (FOL) Representative

- M. Kindbom provided an overview of the Friends of the Library and the role of the Board representative.
- M. Kindbom volunteered to the Board representative for the FOL.
- J. Meler volunteered to be the alternate representative to attend meetings when needed.

6.3 Nomination of Advocacy Sub-Committee Members

- G. Cannon provided an overview of the purpose and activities of the Advocacy Sub-Committee.
- J. Schumacker, J. Meler and K. Medenblik, and T. Smith volunteered to serve on the Advocacy Sub-Committee. G. Cannon noted that M. Willis (not present), had indicated to him that she would also agree to serve on this committee.

7.0 Distribution of Board Support Materials

- G. Cannon outlined the contents of the information package provided to new Board members.

8.0 2019 Board Meeting Schedule - Confirmation of dates by new Board

Moved by M. Kindbom

That the 2019 Board Meeting Schedule be approved as presented.

Seconded by J. Schumacker

03/13/19-2

CARRIED

- B. Elliott will send Outlook meeting invitations for the remaining 2019 Board meetings to all Board members.

9.0 Review of Board Orientation Process

- G. Cannon outlined that orientation sessions would detail the roles and responsibilities of Board members, as well as provide information about governance, governing legislation and library operations. Sessions will be scheduled for new Board members and other

Board members who wish to attend. G. Cannon and B. Elliott will coordinate these sessions and provide information around meeting times.

10.0 Minutes of February 13, 2019

Moved by L. Caissie

That the Minutes of February 13, 2019 be approved.

Seconded by A. Lawlor

03/13/19-3

CARRIED

11.0 Consent Agenda

- Discussion was requested for items:

- 11.1) Oakville Public Library information re: "We're going fine-free for kids! (T. Smith)
- 11.3) Theifp.ca article (Mar. 1, 2019) (L. Caissie)

11.1) Oakville Public Library information re: "We're going fine-free for kids!"

- T. Smith asked if HHPL is contemplating the implementation of a similar fine-free program. G. Cannon responded, noting that many libraries have decided to remove fines for children as a way of reducing barriers to use. A report to consider a fine-free program for children is being prepared, and will be brought forward to the Board at a future meeting.

11.3) Theifp.ca article (Mar. 1, 2019) re: "Halton Hills libraries to begin lending iPads

- L. Caissie asked if staff could provide details regarding this new program. C. Hanman responded that HHPL now has 5 iPads and 4 iPad/Wi-Fi to Go lending kits available to check out for a loan period of 14 days. iPads come with several pre-installed apps. Each time a device is returned, the Systems Librarian completely wipes the cache and resets the device profile to ensure security.

Moved by T. Brown

That Consent Agenda items:

11.1 Oakville Public Library information re: "We're going fine-free for kids!"

11.2 New Tanner article (Feb. 21, 2019) re: "Funding provides easier access..."

11.3 Theifp.ca article (Mar. 1, 2019) re: "Halton Hills libraries to begin lending iPads

be approved.

Seconded by B. Cospier

03/13/19-4

CARRIED

12.0 Correspondence

12.1 Letter from SOLS (Feb. 19, 2019) re: Overview of SOLS

- G. Cannon provided an overview of the services that the Southern Ontario Library Service (SOLS) provides to public libraries.
- Correspondence was received by the Board.

13.0 Business Arising

- None

14.0 Council Update

- A. Lawlor and T. Brown noted that appointments for Town boards and committees are now complete.

15.0 Friends of the Library (FOL) Update

- G. Cannon reported:
 - Planning for Caddystacks 4 on April 6th is nearing completion. The online auction of gift cards will run from April 6 – 10. G. Cannon will check and let Board members know if additional volunteers are needed for the mini-golf event.
 - Work on a new design for the FOL library bag is progressing well.

16.0 Community Connections Update

- M. Kindbom noted that he attended the Lecture Series installment: Exploring Your Genealogy Through DNA and found it to be very interesting and well-attended.

17.0 Financial Report

17.1 Month End Report – verbal update

- G. Cannon reported that the 2018 year-end report is not yet available from the Town. The information that is currently available for January and February 2019 indicates that spending is at the expected level.
- G. Cannon will provide the Board with a link to the Town website so that the Library's 2019 operating and capital budgets, and the business plan will be available to review.

18.0 New Business

18.1 Library Board 2019 Board Objectives-draft

- G. Cannon presented for consideration, draft Board Objectives for 2019 based on suggestions by the previous outgoing Board.
- There was further discussion to suggest that the Board begin planning for options to provide service for the significant population increase in Halton Hills over the next few years, prior to construction of a proposed library branch on the Vision Georgetown lands.
- G. Cannon will revise the draft objectives as discussed to include planning for future population increases, and reformat the document to show the relationship between each objective and the HHPL Strategic Plan.

- G. Cannon will arrange for a presentation by Town Planning Department staff to update the Board about the status of planning and development for the Vision Georgetown lands.
- The Board will further discuss their objectives for 2019 at the April meeting.

18.2 Period Equity

- In response to the Toronto Star's March 10th editorial, "Put free menstrual products in all women's washrooms. Period", it was suggested to the Board that the Library provide feminine hygiene products, free of charge in public washrooms.
- G. Cannon reported that he had forwarded this information to Recreation and Parks Department staff, as all Town washroom facilities are their responsibility, and after careful review the Town is now considering that these products be made available free of charge in all Town facilities.

19.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety incidents in the Library since the February Board meeting.

20.0 Next Meeting

Wednesday, April 10, 2019

7:00pm.

Georgetown Branch – Board Room

21.0 Adjournment

Moved by J. Schumacker

Seconded by L. Hawes

03/13/19-5

The meeting adjourned at 9:00 p.m.

That the meeting be adjourned.

CARRIED

Signed: _____
Tamara Smith, Chair
Halton Hills Public Library Board

Signed: _____
Geoff Cannon, Chief Librarian
Halton Hills Public Library Board

APPROVED: April 10, 2019

DATED: April 10, 2019