

**Halton Hills Public Library Board**

Wednesday, April 10, 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, James Schumacker, Tamara Smith (Chair), Marilyn Willis

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

**Guests:** Jamie Marchant, Frank Loreto

**1.0 Declaration of Quorum**

- T. Smith declared a quorum was present and called the meeting to order at 7:00pm.

**2.0 Approval of Agenda**

Moved by T. Brown

That the agenda be approved.

Seconded by L. Hawes

**04/10/19-1**

**CARRIED**

**3.0 Presentation: Frank Loreto (Introduction), Jamie Marchant**

- Frank Loreto introduced library patron Jamie Marchant, who provided the Board with an informative presentation about his experiences at HHPL and the positive effect that the library has had in his life. His discussion noted the many HHPL programs he has attended including, but not limited to, VR, board game nights, lecture series, and the Escape Room. Mr. Marchant had many positive comments about the numerous library's services he has had the opportunity to use, and hopes to continue discovering new resources in the future.

**4.0 Declaration of pecuniary interest**

- None

**5.0 Minutes of March 13, 2019**

Moved by L. Caissie

That the Minutes of March 13, 2019 be approved.

Seconded by J. Schumacker

**04/10/19-2**

**CARRIED**

**6.0 Consent Agenda**

Items removed for discussion:

- 6.1) Report No. LBD-2019-006 re: Meeting Room Policy and 2019/2020 Fee Schedule (A. Lawlor)

- 6.2) Report No. LBD-2019-007 re: Amendment to Halton Hills Public Library Board By-Law (A. Lawlor)

Moved by K. Medenblik

That Consent Agenda items:

**6.3** Town By-Law No. 2019-0013 to appoint members of the  
HHPL Library Board

**6.4** New Tanner photo (Mar. 4, 2019) re: "About 40 kids..."

be approved.

Seconded by J. Meler

**04/10/19-3**

**CARRIED**

- 6.1) Report No. LBD-2019-006 re: Meeting Room Policy and 2019/2020 Fee Schedule
  - A. Lawlor requested clarification around why there is a direct relationship between the Library's room rental rates and the Recreation and Parks Department's rates, and also how room rentals align with the Library's income and strategic plan.
  - G. Cannon explained that in part, the library rates are in line with those of the Town to maintain ease of use as the library's rental rooms are accessed through PerfectMind, the Town's tool for managing spaces. The exceptions are the Partners' Rooms, as they are unique spaces that are available to accommodate local business needs and the library's exam proctoring service.
  - Room rentals rates consistent with Town rates align with the strategic plan by strengthening our partnership, rather than competing, to provide services to residents. In addition, in the library also provides study rooms that are available free of charge to all.
  - In view of the current increase in demand for proctoring services, B. King noted that she is currently monitoring the amount of staff time and resources in relation to the revenue from room bookings. Once the study is complete, there will be a recommendation around future proctoring rates.
  - Next steps:
    - A Board review of proctoring rates/services will be held separately from room rental rates.
    - G. Cannon will provide details regarding the rental room usage and rental revenue to the Board via email.

Moved by M. Willis

That Report No. LBD-2019-006 dated April 10, 2019  
be approved as presented.

Seconded by J. Meler

**04/10/19-4**

**CARRIED**

- 6.2) Report No. LBD-2019-007 re: Amendment to Halton Hills Public Library Board By-Law
  - A. Lawlor noted that Council had made the decision to revise this by-law to increase the number of Library Board members by one member, in order to accommodate the wide range of talented and experienced applicants.

Moved by A. Lawlor

That Report No. LBD-2019-007 dated April 1, 2019 be approved as presented.

Seconded by B. Cospier

**04/10/19-5**

**CARRIED**

## **7.0 Correspondence**

- T. Smith reported that no correspondence had been received.

## **8.0 Business Arising**

### **8.1 Board Objectives – 2019**

- G. Cannon presented the draft 2019 Board objectives that were revised as per discussion at the March 10<sup>th</sup> Board meeting.
- It was agreed that wording will be added to address exploring options for services for new neighbourhoods in Halton Hills, not only South-West Georgetown.

Moved by M. Kindbom

That the 2019 Board Objectives be approved in principle as revised.

Seconded by T. Brown

**04/10/19-6**

**CARRIED**

## **9.0 Council Update**

- Recently, there was a public meeting for the Town's Transportation Plan. It is expected that the final recommendations will be presented to Council in June.
- A. Lawlor noted that the Provincial Regional Review is underway.

## **10.0 Friends of the Library Update**

- M. Kindbom reported that Caddystacks 4 was held on April 6<sup>th</sup> and that a full report would be available at the next Board meeting.
- G. Cannon reported that the online auction of gift cards closed on April 10<sup>th</sup>.
- The next Friends of the Library meeting is scheduled for Thursday, April 18<sup>th</sup>.

## **11.0 Community Connections Update**

- B. King announced that HHPL has soft-launched the new iMac Pro for public use. This professional computing tool with many specialized applications is available for use by patrons and local small businesses. Promotion of this new service will begin soon.

- G. Cannon reported that Heritage Acton has asked if flags celebrating Acton's 175<sup>th</sup> anniversary could be sold at the Acton Branch. This campaign would be similar to the Canada 150 campaign that took place in 2017.

Moved by A. Lawlor

That on behalf of Heritage Acton, the Acton Branch be allowed to sell the historic flags to commemorate Acton's 175<sup>th</sup> anniversary.

Seconded by M. Willis

04/10/19-7

CARRIED

## 12.0 Financial Report

### 12.1 Month End Report (February)

- G. Cannon reported that spending is at the expected level.
- The Month End Report was received for information.

## 13.0 New Business

### 13.1 Library Governance – Discussion re SOLS and OLS-N video

- G. Cannon inquired if Board members had any questions regarding the content of the Governance Fundamentals video that was previously distributed to Board members as Part One of the Board Orientation training.
- Clarification was requested regarding the section around policies pertaining to the sale or disposition of land. G. Cannon noted that the Town of Halton Hills owns and maintains the land and buildings occupied by the library, and therefore the HHPL Board does not require such policies.
- B. Cosper reported that she had attended the SOLS Library Governance workshop and found the discussion to be informative and that the content was very similar to the video.

### 13.2 Report No. LBD-2019-004 re: Reducing Barriers to Future Success: Expanding Fine and Fee Elimination to Include Children and Youth

- D. Davey and C. Hanman presented for Board consideration, their report to recommend the expansion of the current fines and fee free program for babies, to include children and teens up to the age of 18 years. This change would remove a significant barrier to service for these groups while showing that HHPL is committed to providing literacy and other library-related resources to all, regardless of the ability to pay fines.

Moved by M. Willis

That Report No. LBD-2019-004 dated April 10<sup>th</sup>, 2019 Regarding Reducing Barriers to Future Success: Expanding Fine and Fee Elimination to Include Children and Youth be received;

AND FURTHER THAT, the Halton Hills Public Library's current fine-free policy for babies and toddlers be expanded to also include children and teens be approved;

AND FURTHER THAT, staff be directed to report back on the outcomes of expanding the Library's current fine-free policy.

Seconded by B. Cospers

Discussion:

- It was noted that fines collected are a very small portion of revenue (approximately 1.23%) and are declining. Charges for lost materials would still apply.
- D. Davey noted that on a case-by-case basis, accommodations are often made for families requiring financial assistance with charges on library cards.

**04/10/19-8**

**CARRIED**

**13.3** Report No. LBD-2019-005 re: LGBTQ+ Library Services

- D. Davey presented Report No. LBD-2019-005 regarding LGBTQ+ Library Services to the Board for information purposes. Current and future programming initiatives to serve the LGBTQ+ community were outlined, including a planned Drag Queen Storytime. As well, information around collections, additional services, and partnerships (e.g. Positive Space Network) were presented.
- Report No. LBD-2019-005 was received as information. Staff were directed to report back on the progress of these services.

**13.4** Report No. LBD-2019-008 re: Partnership Plan

- B. King presented Report No. LBD-2019-008 regarding the Partnership Plan and requested Board consideration for approval. Over the past several years, community partnerships with HHPL have strengthened and expanded to over 30 partners. In view of this and the resulting expansion of programs, staff felt that an update and formalization of the Library's Partnership Plan was needed. The revised three-tiered plan is based on the strategic importance of each partnership, how HHPL is working with each group, and will ensure all are working toward clearly defined goals.

Moved by J. Schumacker

That Report No. LBD-2019-2019-008 dated March 28, 2019 regarding the Partnership Plan be received;

AND FURTHER THAT the 2019 Partnership Plan be approved.

Seconded by M. Willis  
**04/10/19-9**

**CARRIED**

**13.5 In Camera - TABLED**

**13.5.1 Personnel Issue – Chief Librarian – GPS**

**14.0 Health & Safety Report**

- G. Cannon reported that no staff Health & Safety incidents had occurred since the March Board meeting.
- G. Cannon also reported that an inspector from the Regional Health Department had recently visited the Georgetown Branch regarding a complaint received about popcorn served at a children's program during March break. The inspector had no concerns about HHPL's facilities or practices.

**15.0 Next Meeting**

Wednesday, May 8, 2019

7:00 p.m.

Georgetown Branch – Board Room\*\*

(\*\*Note: The location of this meeting was subsequently changed to the Acton Branch Community Room to accommodate a presentation regarding the Acton Branch Reading Deck)

**16.0 Adjournment**

Moved by K. Medenblik

That the meeting be adjourned.

Seconded by B. Cosper

**04/10/19-**

**CARRIED**

The meeting adjourned at 9:30pm.

**Signed:** \_\_\_\_\_  
Tamara Smith, Chair  
Halton Hills Public Library Board

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

APPROVED: May 8, 2019

DATED: May 8, 2019