

Halton Hills Public Library Board

Wednesday, May 8, 2019
Georgetown Branch-Board Room
7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Betsy Cosper, Larry Hawes, Ann Lawlor, Keith Medenblik, James Schumacker, Tamara Smith (Chair), Marilyn Willis

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

Regrets: Matt Kindbom, Joanna Meler

Guests: Jude Gaboury, Landscape Architect, Recreation and Parks Department
Jon Hurst, Councillor Ward 1, and Chair, Town Accessibility Advisory Committee

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 as amended.

Seconded by L. Caissie

05/08/19-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of April 10, 2019

Moved by J. Schumacker

That the Minutes of April 10, 2019 be approved.

Seconded by M. Willis

05/08/19-2

CARRIED

5.0 Presentation by Jude Gaboury re: Acton Reading Deck

- M. Land thanked Councillor Jon Hurst for attending this presentation on behalf of the Town Accessibility Advisory Committee, and introduced Jude Gaboury, Landscape Architect for the Town's Recreation and Parks Department. J. Gaboury proceeded to review three proposed options for the Acton Branch Library outdoor reading deck. This space would be available for library programming and patron use during the spring, summer and fall, and all options have been designed to be accessible (AODA compliant), adaptable and sustainable. It was noted that staff have recommended Option 2, the radial raised deck, as this would provide the most space at the median cost.

Option details:

- All options would:
 - Be complementary to the architecture of the building
 - Be durable with minimal maintenance
 - Include plantings around the outside edge to provide some privacy
 - Include mixed types of flexible and fixed furnishings
- Option 1:
 - Circular raised deck (80m²), approximate cost \$57,530.00 +HST
 - Cedar decking
- Option 2:
 - Radial raised deck (95m²), approximate cost \$66,410.00 +HST
 - Cedar decking
 - Incorporated storage
- Option 3:
 - Enclosed courtyard ground level (75m²), approximate cost \$80,872.50 +HST
 - Concrete ramp and patio area
 - Access control gate at base of ramp
 - Incorporated storage

Discussion:

- If a secondary escape route is required, this would be addressed by the building department during the permit process.
- A security camera will be installed.
- Orientation of all options would provide afternoon shade.
- Recreation and Parks staff would be responsible for all maintenance and related costs.

Project Phases:

- Current – consultations
- May/June – finalize design
- June/July – permits
- July/August – tender
- Fall – Construction
- Late fall – projected opening

Moved by M. Willis

That New Business Item 13.1) Report No. LBD-2019-010 regarding the Acton Reading Deck be moved forward for discussion and consideration.

Seconded by K. Medenblik

05/08/19-3

CARRIED

Moved by M. Willis

That Report No. LBD-2019-010 dated April 30, 2019 regarding the reading deck at the Acton Branch Library be received,

AND FURTHER THAT the staff's recommendation to adopt Option 2 of the reading deck plans be approved.

Seconded by B. Cosper
05/08/19-4

CARRIED

6.0 Consent Agenda

Moved by T. Brown

That Consent Agenda items:

- 6.1 Quarterly Report
- 6.2 Board Objectives – 2019 Final
- 6.3 New Tanner article (April 18, 2019) re: HHPL offers small businesses...
- 6.4 Independent article (April 18, 2019) re: Halton Hills Library receives special...
- 6.5 Theifp.ca article (April 26, 2019) re: New Halton Hills Library Board appointed
- 6.6 Theifp.ca article (May 6, 2019) re: HHPL reacts to provincial cuts

be approved.

Seconded by J. Schumacker
05/08/19-5

CARRIED

7.0 Correspondence

- 7.1 Letter to Jamie Marchant (April 11, 2019) re: Presentation to Library Board
- 7.2 Email from Stephen Abram (April 12, 2019) re: Advocacy Alert
- 7.3 Email from Barbara Franchetto (April 16, 2019) re: SOLS Budget for 2019/20
- 7.4 Letter from M. Tibollo, MTCS (April 30, 2019) re: Budget changes to SOLS/OLS-N

- With respect to items 7.2 – 7.4 regarding changes to the Inter-library loan service due to provincial funding cuts, it was suggested that the Board may wish to show support for SOLS/OLS-N in some way. G. Cannon noted that discussions between SOLS/OLS-N and the Ministry are ongoing and that it may be advisable to await the outcome of those meetings. There was consensus that if the Federation of Ontario Public Libraries (FOPL) proposes motions of support, the Board would adopt a motion of support, via evote, prior to the June Board meeting.
- All items of correspondence were received by the Board.

8.0 Business Arising

- None

9.0 Council Update

- A. Lawlor and T. Brown reported that Council had passed a resolution declaring a Climate Emergency, and deemed that the reduction of overall emissions from the Town of Halton Hills be a high priority. Of note, it was proposed that the Town work toward achieving net zero emissions by 2030. In June, it is expected that Town staff will be presenting a report to Council regarding the rollout of measures to address climate change.
- **Notice of Motion**
 - A. Lawlor provided notice that she would present a motion at the June Board meeting, to complement the May 6, 2019 Town of Halton Hills Council motion regarding Climate Change.

10.0 Friends of the Library Update

- G. Cannon reported that the Friends of the Library Annual General Meeting will take place on Wednesday, May 22nd. It is expected that the amount raised from the recent Caddystacks 4 event will be announced at that time.

11.0 Community Connections Update

- M. Willis inquired about the timing for the next Board Advocacy Committee meeting. G. Cannon replied that D. Roberts has been working to revise the committee's presentation and it is expected a meeting will be scheduled in June.
- T. Smith noted that she had received a comment regarding a problem with an Inter-library loan request.
- D. Davey announced that the launch of HHPL's first Storywalk is scheduled for 9:30am on Friday, May 31st, in conjunction with the Town's initiative in support of ParticipACTION's "Community Better Challenge". As a way to increase physical activity, families will be encouraged to walk along the Jubilee Woodlot Trail located at 407 Barber Drive in Georgetown and read the story pages that will be displayed long the trail. The story to be displayed is "From Head to Toe" by Eric Carle.

12.0 Financial Report

12.1 Month End Report (March)

- G. Cannon reported that spending is at the expected level. Total revenues are currently ahead by approximately 5% due primarily to the receipt of funds to support the Halton Community Services databases, and room rental revenue received to date.
- G. Cannon noted that this year HHPL did not receive a grant to cover wages for summer students from the federal Canada Summer Jobs program. Funding to

cover the two Children's Summer Reading Club student positions is available in the budget.

- The Month End Report was received for information.

13.0 New Business

13.1 Report No. LBD-2019-010 re: Acton Reading Deck

- Previously discussed.

At this time, there was Board consensus to address items 13.3 and 13.4 prior to the Collection Management Report presentation.

13.3 Report No. LBD-2019-009 re: Staff Development Day

- G. Cannon presented for Board consideration, Report No. LBD-2019-011 which outlined a request to close the Halton Hills Public Library on Monday, October 7th, to allow staff to attend and participate in an all-day training event of professional development opportunities related to public libraries.

Moved by L. Caissie

That Report No. LBD-2019-009, dated May 1, 2019 regarding Staff Development Day be received;

AND FURTHER THAT the request to close all Library branches and cancel all offsite programs on Monday, October 7, 2019 to support a Library Staff Development Day be approved.

Seconded by B. Cospere

Discussion:

- Costs for all part-time staff to attend would be approximately \$7,600 and can be absorbed within the part-time budget. Any additional costs would be covered in the education and training budget.

05/08/19-6

CARRIED

13.4 Motion re: Delegated Authority

- G. Cannon presented a motion to authorize the establishment of a Chief Librarian Selection Committee, to undertake the search for the new Chief Librarian of Halton Hills Public Library.

Moved by M. Willis

That in principle, the Halton Hills Public Library Board formally authorizes the establishment of a Chief Librarian Selection Committee to undertake the search for the new Chief Librarian of Halton Hills Public Library, with expertise

and assistance from the retiring Chief Librarian and Town Manager of HR or designate, as appropriate,

And Further,

That the Chief Librarian Selection Committee be comprised of Board members:

(To be determined)

And Further,

That the Chief Librarian Selection Committee be authorized to undertake the search for the new Chief Librarian including the following tasks (expressed at a high level):

- Confirm timeframes for the process
- Confirm a consensus driven search process
- Establish a communication framework
- Confirm required skill sets and competencies
- Develop the job description
- Develop the associated advertising to market the position
- Develop the interview questions and weighting scales for the first and second interview(s)
- Develop the reference check process
- Organize a working public library Chief Librarian to serve as an expert on the interview panel
- Interview candidates following established interview/reference check process
- Confirm hiring recommendation/decision with the Halton Hills Public Library Board
- Contact unsuccessful candidates
- Insure an orderly process for the offer letter, contract, and transition process
- Work with staff to communicate the outcome to the community, stakeholders, and the broader library community

And Further,

That the Chief Librarian Selection Committee be authorized to provide an honorarium to the public library Chief Librarian acting as Library Expert in this matter,

And Further,

That the Halton Hills Public Library Chief Librarian Selection Committee continue in place until the position is filled.

Seconded by T. Brown

Discussion:

- Funding to hire an executive search firm, and/or a Library Expert to consult, has been set aside in the Library Capital Reserve.

05/08/19-7

CARRIED

- Additional information regarding the time commitment required for committee members will be gathered for further discussion at the June Board meeting, at which time the final motion including the names of committee members will be adopted.
- Board members who have tentatively agreed to form the Selection Committee: Tamara Smith, Lisa Caissie, Ann Lawlor, Keith Medenblik, Marilyn Willis, Jamie Schumacker

13.2 Report No. LBD-2019-011 re: Collection Management Report

- M. Land presented an overview of the Collection Management Report. The goal of this review was to provide an assessment of HHPL's collections with respect to current practices and standards, and develop recommendations to guide future development of HHPL's collections.
- M. Land presented nineteen (19) recommendations for Board consideration.

Moved by B. Cosper

That Report No. LBD-2019-011, dated March 20, 2019 regarding the management of HHPL's collection be received,

AND FURTHER THAT the Leadership Team's framework on pages 11-14 of the report, be the basis for a future collection policy.

Seconded by L Hawes

Discussion:

- There was also general agreement that the report recommendations (framework) be considered in the next strategic plan, due in 2022.

05/08/19-8

CARRIED

13.5 Storywalk Launch

- Discussed under item 11.0

13.6 In Camera – TABLED

13.6.1 Chief Librarian GPS

14.0 Health & Safety Report

- G. Cannon reported that no staff Health & Safety incidents had occurred since the April Board meeting.

15.0 Next Meeting

Wednesday, June 12, 2019

7:00pm

Acton Branch Library – Community Room

16.0 Adjournment

Moved by M. Willis

Seconded by J. Schumacker

05/08/19-9

The meeting adjourned at 9:35pm.

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: June 12, 2019

DATED: June 12, 2019