

**Halton Hills Public Library Board**

Wednesday, June 12, 2019

Acton Branch - Community Room

7:00 p.m.

**Minutes**

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

**Staff Present:** Geoff Cannon, Barb Elliott (Recorder), Beverley King, Mary Querques (Item 13.1)

**Regrets:** Jamie Schumacker

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by L. Caissie

That the agenda be approved.

Seconded by L. Hawes

**06/12/19-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes of May 8, 2019**

Moved by K. Medenblik

That the Minutes of May 8, 2019 be approved.

Seconded by B. Cosper

**06/12/19-2**

**CARRIED**

**5.0 Consent Agenda**

Moved by M. Willis

That Consent Agenda items:

- 5.1** Report No. LBD-2019-014 re: Board Policy Revision – Schedule of Fines and Charges
- 5.2** Independent article (May 9, 2019) re: “First Halton Hills Fanfest Coming to Library”
- 5.3** New Tanner article (May 9, 2019) re: HHPL appoints new Library Board members
- 5.4** Independent article (May 16, 2019) re: “Halton Hills Public Library Hosts #HCCReads”
- 5.5** New Tanner article (May 23, 2019) re: “Library announces fine free policy...”
- 5.6** Independent article (June 6, 2019) re: “What Do Halton Hills Residents Use...”

be approved.

Seconded by B. Cosper

**06/12/19-3**

**CARRIED**

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 In Camera

Moved by M. Willis

That the meeting move In Camera.

Seconded by L. Hawes

**06/12/19-4**

**CARRIED**

B. Elliott and B. King left the meeting.

#### 7.1.1 Chief Librarian GPS

**7.1.2** Confidential Report No. LBD-2019-013 dated June 5, 2019 regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or Library Board

Moved by M. Willis

That the meeting move Out of Camera.

Seconded by K. Medenblik

**06/12/19-7**

**CARRIED**

B. Elliott and B. King returned to the meeting.

### Rising Report:

- The Board reported that two motions had been discussed and approved:
  - **Motion #06/12/19-5** to approve the Chief Librarian's GPS.
  - **Motion #06/12/19-6** to receive Confidential Report No. LBD-2019-013 for information.

## 7.2 Executive Search Sub-Committee

### 7.2.1 Delegated Authority Motion

- G. Cannon presented the Delegated Authority Motion for consideration. This motion was previously reviewed on May 8, 2019, and has been updated to include the names of those Board members who will comprise the Executive Search Sub-committee.
- There was consensus to include one additional task: selection of the sub-committee Chair.

Moved by L. Caissie

That 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:

Tamara Smith, Lisa Caissie, Ann Lawlor, Keith Medenblik, Marilyn Willis, Jamie Schumacker

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):

- Selection of sub-committee Chair
- 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  
**06/12/19-8**

**CARRIED**

### **7.2.2 July meeting with Daryl Novak**

- G. Cannon suggested that the sub-committee's first meeting in July could include a discussion with Daryl Novak, who previously provided executive search consultant services for SOLS. Mr. Novak would provide an overview session intended to help inform board members of the current environment for CEO searches and demographic trends, other search options, potential costs and timing.
- It was agreed that D. Novak would be asked to attend a meeting in July.
- B. Elliott will poll committee members and set up the July meeting.

### **7.3 Memorandum No. LBM-2019-001 re: A Partial Restoration of Interlibrary Loan Service**

- B. King provided information regarding the partial restoration of HHPL's interlibrary loan service (ILL). This follows the resumption of ILL service by SOLS following their discussions with the Ministry of Tourism, Culture and Sport. SOLS will be moving to a different model that relies upon the Canada Post library materials postage rate, with a partial provincial subsidy. SOLS will continue to maintain the software service to manage ILL.
- B. King noted that the provincial subsidy will cover approximately 40% of the postage costs. Additional costs will be incurred due to increased staff processing time, and additional materials costs (i.e. packaging materials, stamps). As current legislation requires ILL service to be free of charge to patrons, any additional costs will need to be absorbed by the library.
- Costs will be monitored and the Board will be informed of the ongoing impact due to the changes, and future budgetary implications.

## **8.0 Council Update**

- T. Brown and A. Lawlor noted:
  - The Town is participating in the ParticipACTION Community Better Challenge, which encourages residents to participate and record activities with the goal of becoming Canada's most active community.
  - The Provincial decision regarding amalgamation is still pending.
  - An update regarding the Destination Downtown project was recently presented to Council. There have been no changes to this planning document.

## **9.0 Friends of the Library Update**

- G. Cannon reported that the Friends held their Annual General Meeting on May 22<sup>nd</sup>. Mark Rowe will be returning as Chair, and Matt Kindbom will be the Vice Chair during the 2019-2020 term. The FOL currently have approximately 30 members.
- Final totals for the Caddystacks fundraising event will be available soon.

## **10.0 Community Connections Update**

- M. Kindbom reported receiving positive feedback about the recent Summer Reading Club presentation at Glen Williams Public School.

- There has been some negative feedback on social media regarding the new fine-free policy. G. Cannon will provide additional information to Board members regarding this policy for use in their discussions with members of the public.
- M. Willis reported that she had attended the Story Walk Launch in Jubilee Woodlot Park and felt that this was a worthwhile event. G. Cannon noted that vandalism has since occurred and that this activity will now be run as a 'pop-up' event; several pop-ups have already taken place and were well-attended.

## 11.0 Financial Report

### 11.1 Month End Report (April)

- G. Cannon reported that spending is at the expected level (within 1.5%). It was noted that additional directional signage is being installed in the lower level of the Georgetown Branch.
- The April Month End Report was received by the Board.

## 12.0 New Business

### 12.1 Preliminary Budgets - 2020

#### 12.1.1 Preliminary Capital Budget

- G. Cannon presented the draft 2020 Preliminary Capital Budget for Board consideration.
- Capital Budget requests include:
  - Library Technology Renewal (\$44,300)
    - This project enables the replacement of aging information technology hardware at the appropriate time, and will ensure the public and staff continue to have access to reliable, functional equipment.
  - Library Materials (\$424,000)
    - This funding will maintain the historic level of funding, allowing the Library to continue to develop and maintain a collection of over 140,000 physical items, and e-content including e-books, e-audiobooks, streaming movies and music, and online learning tools to promote accessibility.
  - Library Materials Collection Development (\$25,000)
    - This additional funding would allow the Library to continue to build its materials collection to meet the provincial average of 2.58 items per capita. The current collection has 2.3 items per capita (a deficit of approximately 15,000 items).
  - Library Furnishings & Equipment – Teen Area Refresh (\$20,000)
    - This project will update the furnishings in the teen lounge in the Georgetown and Acton Branch Libraries to allow this municipal asset to continue to meet the needs of the community it serves.
- M. Querques noted an amendment to the budget as presented; that the upgrades of the library integrated system (ILS) scheduled for 2021 and 2026,

have been moved to 2024 and 2029 respectively. These updates were shifted as no significant upgrades are expected to be available in 2021.

- M. Querques also noted a slight increase in the 2021 Capital Forecast to cover library re-branding along with the new strategic plan.

Moved by L. Caissie      That the 2020 Preliminary Capital Budget be approved as amended.

Seconded by J. Meler

**06/12/19-9**

**CARRIED**

#### **12.1.2 Preliminary Operating Budget**

- G. Cannon presented the draft 2020 Preliminary Operating Budget for Board consideration.
- In discussion, the Board acknowledged that due to financial constraints, the following requests will not be brought forward as part of the Library's 2020 Operating Budget requests. The Board recognized these requests as important in meeting current and future community needs.
- Operating Budget requests include:
  - Library Associate – Sunday Programming (\$16,700)
    - This position would benefit the community by providing five hours for Children's and Youth Services programming and five hours of Community and Adult Services programming on Sundays. Little to no active programming takes place on Sundays even though it is one of the busiest times.
  - Business Services Assistant (\$56,000)
    - This position is needed to perform accounting and human resources tasks and would provide dedicated support that could rapidly and efficiently optimize essential business processes.
- M. Querques noted that the proposed operating budget requests represent and overall increase to the base budget of .68% (not including increases to compensation), and that most of the changes are items that have been adjusted to actual costs.

Moved by M. Willis      That the 2020 Preliminary Operating Budget be approved.

Seconded by B. Cosper

**06/12/19-10**

**CARRIED**

#### **12.2 Report No. LBD-2019-015 re: Library Personnel Policy Manual Revisions**

- G. Cannon presented Report No. LBD-2019-015 which outlines proposed revisions to the Library Personnel Policy Manual, which are based on revisions to the Town's Personnel Policy Manual as adopted by Council on March 25, 2019.

Moved by M. Kindbom

That Report No. LBD-2019-015 dated June 5, 2019 regarding Personnel Policy Manual Revisions be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Library's 2019 Personnel Policy Manual.

Seconded by M. Willis  
**06/12/19-11**

**CARRIED**

**12.3** Report No. LBD-2019-016 re: Contests and Lotteries Policy

- B. King presented for Board consideration, Report No. LBD-2019-016 which proposes a library policy regarding participation of staff, Board members, and their families, in HHPL contests. This policy was proposed to ensure that there is no perception of bias in contests open to the public.

Moved by K. Medenblik

That Report No. LBD-2019-016 dated May 13, 2019 regarding the Contests and Lotteries Policy be received;

AND FURTHER THAT Halton Hills Public Library Board approves the Contests and Lotteries Policy.

Seconded by M. Kindbom  
**06/12/19-12**

**CARRIED**

**13.0 Health & Safety Report**

- G. Cannon reported that no staff Health & Safety incidents had occurred since the May Board meeting.
- G. Cannon discussed an incident that took place in the main Atrium entrance on June 11<sup>th</sup>. It was noted that the injured person is all right, and that any questions from the public should be directed to W. Harris, Commission of Recreation and Parks; media inquiries should be directed to A. Fuller, Manager of Corporate Communications. Talking points were provided to Board members in the event they are asked about the incident.
- T. Brown noted that the outdoor gas meter along the sidewalk at the Acton Branch is at child height, and suggested that some type of barrier be investigated to prevent accidental injury. M. Querques inquire about installing a barrier around this equipment.

**14.0 Next Meeting**

Wednesday, September 11, 2019  
7:00pm  
Georgetown Branch – Board Room

**15.0 Adjournment**

Moved by T. Brown  
Seconded by M. Willis

That the meeting be adjourned.

**06/12/19-13**

**CARRIED**

The meeting adjourned at 9:20 p.m.

**Signed:** \_\_\_\_\_

Tamara Smith, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

Geoff Cannon, Chief Librarian  
Halton Hills Public Library Board

**APPROVED:** September 11, 2019

**DATED:** September 11, 2019