

**Halton Hills Public Library Board**

Wednesday, May 9, 2018  
Georgetown Branch-Board Room  
7:00 p.m.

**Minutes**

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

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

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by A. Currey

That the agenda be approved as presented.

Seconded by L. Caissie

**05/09/18-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1 Minutes of April 11, 2018**

Moved by T. Brown

That the Minutes of April 11, 2018 be approved.

Seconded by T. Smith

**05/09/18-2**

**CARRIED**

**4.2 In Camera Minutes of April 11, 2018**

Moved by H. McAlpine

That the In Camera Minutes of April 11, 2018 be approved.

Seconded by T. Smith

**05/09/18-3**

**5.0 Consent Agenda**

- Items held for discussion:
  - 5.1) Memo No. LBM-2018-002 re: Seed Library (L. Caissie)
  - 5.5) theifp.ca article (April 11, 2018) (L. Caissie)

Moved by L. Caissie

That Consent Agenda items:

- 5.2 Independent article (Apr. 12, 2018) re: "Intergenerational artwork displayed..."
- 5.3 Independent article (Apr. 12, 2018) re: "Ontario lieutenant-governor visits..."
- 5.4 New Tanner photo (Apr. 12, 2018) re: "Putting Fundraiser"
- 5.6 New Tanner article (May 3, 2018) re: "E-learning program comes to Halton Hills Public Library"

be approved.

Seconded by H. McAlpine

05/09/18-4

**CARRIED**

5.1) Memo No. LBM-2018-002 re: Seed Library

- In response to questions about the new Seed Library, B. King explained that community volunteers will be sorting seeds into sealed envelopes for filing into catalogue drawers of a free-standing cabinet. The cabinet will be located in the lower level of the Georgetown Branch. Community members would "borrow" seeds and would also be encouraged to donate seeds harvested from plants grown, in order to promote sustainability.

5.5) theifp.ca article (April 11, 2018) re: "I tried the library's new virtual reality system"

- G. Cannon reported that the Teen Lock-in program featuring the library's new Virtual Reality (VR) equipment was very popular and sold out quickly. The VR system will be formally launched on June 9<sup>th</sup> in conjunction with a virtual gaming event.

Moved by L. Caissie

That Consent agenda items:

- 5.1 Memo No. LBM-2018-002 re: Seed Library
- 5.5 theifp.ca article (April 11, 2018) re: "I tried the library's new virtual reality system"

be approved.

Seconded by M. Kindbom

05-09-18-5

**CARRIED**

**6.0 Correspondence**

- 6.1 Letter from Ministry of Tourism, Culture and Sport (May 4, 2018) re: Improving digital services
  - The Board received correspondence Item 6.1 as information.

**7.0 Business Arising**

- 7.1 Ratification of e-vote to Adopt the Town of Halton Hills' Use of Corporate Resources for Election Purposes Policy (Report No. LBD-2018-008)

Moved by A. Currey

That the Halton Hills Public Library Board ratify the Electronic motion dated April 18, 2018 where it was

Moved by: Larry Hawes

Seconded by: Marilyn Willis

That the Halton Hills Public Library Board adopt the Town of Halton Hills' *Use of Corporate Resources during an Election Year* policy as described in Report No. LBD-2018-008 re: Adoption of the Town of Halton Hills' Use of Corporate Resources for Election Purposes Policy.

Ten (10) e-votes were received in favour of this motion.

Seconded by H. McAlpine

**05/09-18-6**

**CARRIED**

**7.2** Board Legacy Report – update

- A. Currey and B. Leverette reported that work is progressing in the preparation of the 2015-2018 Board Legacy Report.
- G. Cannon noted that the Southern Ontario Library Service (SOLS) would soon have a Legacy Report template available and that as soon as it becomes available, he would forward this template to A. Currey and B. Leverette for review.

**7.3** Report No. LBD-2018-012 re: Board Programming Policy

- G. Cannon presented Report No. LBD-2018-012 and requested consideration of revisions to the Board Programming Policy, including the repealing of Board Policy Manual Appendix #10. These changes are expected to clarify why a fee is charged for certain programs.

Moved by M. Willis

That Report No. LBD-2018-012 dated April 30, 2018 regarding the Board Policy Review – Programming Policy be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions to the Programming Policy;

AND FURTHER THAT the Halton Hills Public Library Board repeals Appendix #10, titled Programming Policy.

Seconded by A. Currey

**05/09/18-7**

**CARRIED**

**7.4 Report No. LBD-2018-014 re: Website RFP**

- C. Hanman presented Report No. LBD-2018-014 in which the Board was asked to consider rescheduling the date of the June Board meeting from June 13<sup>th</sup> to June 27<sup>th</sup>. This request was brought forward on behalf of the Website Renewal Committee, to allow the Board to make a timely decision regarding the Committee's vendor recommendation, and to maintain the project schedule.
- As there was no clear quorum of Board members available for June 27<sup>th</sup>, B. Elliott will send out a poll to determine if the date of the regular June 13<sup>th</sup> meeting will be changed, or if an additional special meeting will be scheduled.
- Report No. LBD-2018-014 was received.

**8.0 Council Update**

- T. Brown reported that the final public meeting for the Vision Georgetown project was held in Council Chambers on May 7<sup>th</sup>.
- B. Leverette reported that she had presented the Library's Year in Review to the Town's Community and Corporate Affairs Committee on May 7<sup>th</sup>. G. Cannon noted that the live stream video of this meeting/presentation will be available to the public in the near future.

**9.0 Friends of the Library Update**

- G. Cannon reported that the Friends had discussed possible fundraising activities that could run in conjunction with future Caddystacks events.
- The Annual General Meeting of the Friends of the Library will take place on Thursday, May 17<sup>th</sup> at 1:30 p.m. in the Georgetown Branch Board Room.

**10.0 Community Connections Update**

- G. Cannon reported:
  - That he had participated in McHappy Day on May 2<sup>nd</sup> at the Georgetown location of McDonald's.
  - The Library Board of the Burlington Public Library announced that with the upcoming retirement of Maureen Barry, Lita Barrie has been appointed as BPL's next CEO. Ms. Barrie will assume this position in early June.
- B. King noted that HHPL is working with the Canadian Federation of University Women (CFUW) to host the upcoming provincial election candidates' debate that will be held on May 16<sup>th</sup> in the John Elliott Theatre.

**11.0 Financial Report**

**11.1 Accounts Payable**

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$2,009.92** as detailed in the Computer Cheque Register for week

**#15 DATED April 12<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by L. Caissie  
**05/09/18-8**

**CARRIED**

Moved by A. Currey

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$22,610.14** as detailed in the Computer Cheque Register for week **#17 DATED April 26<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by M. Willis  
**05/09/18-9**

**CARRIED**

#### **11.2 Month End Report**

- Not yet available.

### **12.0 New Business**

#### **12.1 Cultural Centre/Georgetown Branch Library Courtyard Plaza**

- G. Cannon presented for Board consideration, a conceptual drawing of a scaled-down plan for the Cultural Centre/Georgetown Branch courtyard area. The new design is currently estimated to cost approximately \$90,000 and includes areas for plantings and bench seating. The courtyard would extend from the front entrance on Church St., around to the emergency exit stairs next to the bookdrop on Market St. It was noted that this capital project is currently not funded.

##### Discussion:

- It was suggested that since the grass will be removed from this area, and in the interest of sustainability, permeable pavers be considered for use on the ground surface in place of solid concrete.

Moved by T. Brown

That the Halton Hills Public Library Board endorses the proposed design for the courtyard area of the Cultural Centre/Georgetown Branch Library, including the use of permeable pavers for the ground surface.

Seconded by M. Kindbom  
**05/09/18-10**

**CARRIED**

#### **12.2 Preliminary Capital and Operating Budgets – 2019**

- G. Cannon presented the 2019 Preliminary and Operating Budget and 2019-2028 Capital Forecast for Board consideration. The Library's Capital Budget Requests for 2019 include:

- Technology Renewal (\$51,600)
  - This funding would enable the Library to replace aging information technology hardware at the appropriate time, ensuring that the public and staff would continue to have reliable and adequately functioning equipment.
- Library Materials (\$399,00)
  - 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).
- Book Vending Machine (\$80,000)
  - This funding would allow for the purchase of two book vending machines that would be located in external facilities, making materials available to residents conveniently and in a new and compelling way.
- Circulation Workroom Realignment (\$153,000)
  - This funding would allow the renewal of five staff workstations, and the installation of an automated check-in/material sorting system.

Moved by L. Caissie

That the Halton Hills Public Library Board endorse in principle, the Preliminary Capital Budget and Forecast 2019-2028.

Seconded by A. Currey

**05/09/18-11**

**CARRIED**

- G. Cannon presented the 2019 Preliminary Operating Budget for Board consideration. It was noted that the overall projected increase is currently 0.96%. The amounts contributing to this increase include a projected reduction in fines collected (\$3,000), training cost adjustment to reflect historical actual (\$200), increased membership fees (\$600), audit fees adjusted to historical actual (\$1,200), and increased costs for service contracts (\$24,000). Town calculations for facility rental, and staffing increases will be added when they become available.
- The Library's Operating Budget Requests for 2019 include:
  - Human Resources Coordinator (50% shared with Town)(\$90,400)

- This person, whose time would be 50% shared with the Town, is needed to perform a range of human resource tasks.
- Innovation Librarian (\$90,400)
  - This full-time position would ensure the Library remains at the forefront of emerging technologies by optimizing implementation, improving efficiencies in identifying emerging technologies and implementing system-wide programs and services.

Moved by M. Willis

That the Halton Hills Public Library Board endorse in principle, the 2019 Preliminary Operating Budget.

Seconded by A. Currey

**05/09/18-12**

**CARRIED**

**12.3** Report No. LBD-2018-011 re: Board Policy Review

**12.3.1** By-law Article 23

- G. Cannon presented Report No. LBD-2018-011 for Board consideration to consider the revision of By-law Article 23, to clarify procedures for the recording of Board meetings for minute-taking purposes.

Moved by M. Kindbom

That Report No. LBD-2018-011 dated April 27, 2018 regarding the Board Policy Review-By-law Article 23 be received;

AND FURTHER THAT the Halton Hills Public Library Board approve the revisions to the By-law Article 23.

Seconded by T. Smith

**05/09/18-13**

**CARRIED**

**12.4** Report No. LBD-2018-013 re: Board Policy Review

- G. Cannon reviewed Board Report No. LBD-2018-013 and asked for Board consideration to revise:
  - Public Relations Policy
  - Appendix 1: Schedule of Loan Periods and Conditions

And also to consider the deletion of Appendices:

- Appendix 4: Request for Re-evaluation
- Appendix 6: Audio-Visual Services Policy
- Appendix 11: Public Relations Policy
- Appendix 12: Internet Access Policy

Moved by A. Currey

That Report No. LBD-2018-013 dated May 1, 2018 regarding the Board Policy Review be received:

AND FURTHER THAT the Halton Hills Public Library Board approves the revisions to the Library Board policies.

Seconded by L. Hawes

**05/09/18-14**

**CARRIED**

**12.5 HHPL Logo – Revised**

- G. Cannon requested Board consideration to revise the Library's logo and tagline. Several suggestions were presented and it was noted that the suggested new tagline: Imagination Innovation Opportunity, would align with the Vision statement of the Library's current strategic plan.
- By consensus, the Board agreed to adopt the new tagline: Imagination Innovation Opportunity, as presented; and to remove the circular 'orb' from the design of the current logo.

**13.0 Health & Safety Report**

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

**14.0 Next Meeting**

TBA as per Business Arising item 7.4.

**15.0 Adjournment**

Moved by M. Willis

Seconded by A. Currey

**05/09/18-15**

The meeting adjourned at 8:45 p.m.

That the meeting be adjourned.

**CARRIED**

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

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

APPROVED: June 25, 2018

DATED: June 25, 2018