

Halton Hills Public Library Board

Wednesday, March 11, 2020
Georgetown Branch – Board Room
7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie (Chair), Larry Hawes, Matt Kindbom, Ann Lawlor,
James Schumacker, Tamara Smith, Marilyn Willis

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

Guest: Councillor Jon Hurst

Regrets: Betsy Cosper, Keith Medenblik, Joanna Meler

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

- There was consensus that the agenda be approved as presented.

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of January 8, 2020

Moved by T. Brown

That the Minutes of January 8, 2020 be approved.

Seconded by J. Schumacker

03/11/20-1

CARRIED

5.0 Consent Agenda

- Discussion re 5.1) Year End Report.
 - Due to the length of this report, there was discussion around how the format could be changed to more easily draw attention to items that should be highlighted.
 - G. Cannon noted that staff are exploring options to provide this information in a more precise format.
 - Statistics for a number of library activities will now be distributed monthly.

Moved by M. Willis

That Consent Agenda items

5.1 Year End Report

5.2 Memo No. LBD-2020-003 re: Programs and Services for
individuals living with
Alzheimer's or related forms of dementia

- 5.3 Memo No. LBD-2020-004 re: The Best of OLA SuperConference 2020
 - 5.4 Email from G. Cannon (Mar. 2, 2020) re: Development Charges
 - 5.5 SOLS Communiqué (Feb. 19, 2020) re: Joint Announcement from SOLS and OLS-North
 - 5.6 New Tanner article (Jan. 16, 2020) re: Geoffrey Cannon, Chief Librarian, planning...
 - 5.7 New Tanner article (Jan. 23, 2020) re: Halton Hills Public Library offers kids new...
 - 5.8 Independent article (Jan. 30, 2020) re: High-Tech Books and Tablets for Kids...
 - 5.9 New Tanner article (Feb. 7, 2020) re: Halton Hills Library offering Cognitive Care Kits
 - 5.10 New Tanner article (Feb. 13, 2020) re: Library makes it easy to enjoy the great...
 - 5.11 Independent article (Feb. 20, 2020) re: Library offers kits to support those...
 - 5.12 Independent article (Feb. 20, 2020) re: Conservation area passes, backpack kits...
 - 5.13 Independent article (March 5, 2020) re: It's Not Just About the Books
- be approved.

Seconded by A. Lawlor
03/11/20-2

APPROVED

6.0 Correspondence

- L. Caissie acknowledged the receipt of two cards of thanks for expressions of sympathy sent by the Library Board and staff to the family of one staff member and one Board member.

7.0 Business Arising

7.1 Acton Reading Deck - Funding Update

7.1.1 Capital Request – update

- G. Cannon outlined the design changes to the Acton Reading Deck that have been made to accommodate the addition of an emergency exit ramp. This ramp would not be a regular entrance to the building, and will have locked gates at the top and bottom. The gates would be connected to the library fire alarm system and would automatically unlock if the fire alarm is activated during an emergency situation.
- Councillor Hurst noted that the cost of the new design is now expected to be lower than previous quotes, and that a request for funding is scheduled to be presented to the Town's Accessibility Committee on March 25th. If approved by the Accessibility Committee, M. Land will be presenting an amended report to Council on April 6th.
- A. Lawlor thanked Councillor Hurst and Library staff for their work to make the emergency ramp possible.

7.1.2 Response from local businesses

- G. Cannon reported that no replies had been received in response to the recent letter sent by the Board to local Acton businesses to consider sponsorship of the reading deck.

7.2 2020 Board Objectives

- The Board reviewed the draft 2020 Objectives:
 - Re Objective 3 bullet 4: In response to the recent changes by the Province around the Community Benefit Charge stating that libraries would now continue to receive funding from Development Charges, there was discussion around removing this objective. There was consensus to keep this as an objective, as there may be changes to funding from Development Charges at a future date.

Moved by J. Schumacker

That the 2020 Board Objectives be approved as presented.

Seconded by T. Brown

03/11/20-3

CARRIED

8.0 Executive Search Sub-Committee Report

G. Cannon, B. Elliott, C. Hanman and B. King left the meeting.

Moved by A. Lawlor

That the meeting move In Camera.

Seconded by M. Willis

03/11/20-4

CARRIED

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by M. Willis

03/41/20-5

CARRIED

G. Cannon, B. Elliott, C. Hanman and B. King returned to the meeting.

Rising Report:

- L. Caissie reported that the Board had received information regarding the recruitment process for the new Chief Librarian.

9.0 Council Update

- A. Lawlor commented that B. King had recently presented an informative report to the Town Community and Corporate Affairs Committee regarding the Library's approach to Truth and Reconciliation.
- A. Lawlor noted that Recreation and Parks is developing a new strategic plan.

10.0 Friends of the Library Update

- M. Kindbom reminded that the Caddystacks5 event is scheduled for March 21st noting that the Royal Bank is this year's major sponsor. The online auction will be taking place March 14-19.
- 1,000 new book bags have been ordered, and will be sold as a fundraiser for the Friends.
- The next meeting is scheduled for April 16th.

11.0 Community Connections Update

- L. Hawes shared a passage from the book "The Library Book" by Susan Orlean.
- M. Willis reported that she had provided the Advocacy presentation to a book club last evening. M. Willis encouraged Board members to let other groups they are involved with know about the availability of this presentation (e.g. local service clubs). B. King noted that HHPL's Community Librarian, Brandi Gillett, provides a similar presentation to the community groups she visits. In order to identify potential audiences for this presentation, G. Cannon will direct staff to compile a list of community groups, which will be provided to the Advocacy Committee for consideration.
- A. Lawlor noted that Library staff often interact with community members in need, and that Board members may be interested in attending a forum on May 8th hosted by the Community Support Network of Halton Hills. The focus of the forum will be how to respond to the urgent needs of community members for things such as emergency shelter, or finding a safe place, at times of the year other than when charitable donations are high (i.e. Christmas).

12.0 Financial Report

12.1 Draft Year End Report

- C. Hanman reported that the year-end percentage remaining is projected to be less than one percent.
- The draft year-end report was received as information.

13.0 New Business

13.1 Presentation: Centre for Equitable Library Access (CELA)

- C. Hanman provided an overview of CELA, which is a publicly funded program that provides alternative formats to those with a print disability (i.e. anyone that cannot read regular print). Formats are available free of charge through libraries and include DAISY-format CDs, Braille, print-Braille, tactile books, and digital formats including e-audiobooks, ebooks, etc.
- HHPL works with CELA by providing, staff training, patron registration, a DAISY CD deposit collection, Interlibrary loan, DAISY players, technical support, and materials for the TD Summer Reading Club.

14.0 Health & Safety Report

- C. Hanman reported:

- There had been no health and safety related incidents since the January Board meeting.
- The staff member that was injured in a slip and fall incident in December has now returned to work.
- In light of current COVID-19 concerns, additional cleaning is now taking place in all facilities including, but not limited to, computers, children's toys, and surfaces.
- Staff have reviewed and updated the Town Pandemic Plan. If the library is closed, patrons would be encouraged to keep items at home, without penalty, until the library reopens. The Town is following the direction of the Regional Medical Officer of Health. If necessary, staff are equipped to work from home.

15.0 Next Meeting

Wednesday, April 8, 2020

7:00 p.m.

Georgetown Branch – Board Room

16.0 Adjournment

Moved by J. Schumacker

Seconded by M. Willis

03/11/20-6

The meeting adjourned at 8:40 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

APPROVED: April 8, 2020

DATED: April 8, 2020