

Halton Hills Public Library Board

Wednesday, April 8, 2020

Zoom Video Conference

7:00 p.m.

Minutes

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

Staff Present: Geoff Cannon, Barb Elliott (Recorder)

Regrets: Matt Kindbom

1.0 Declaration of Quorum

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

2.0 Approval of Agenda

Moved by M. Willis

That the agenda be approved as presented.

Seconded by B. Cosper

04/08/20-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes

4.1 March 11, 2020

Moved by T. Brown

That the Minutes of March 11, 2020 be approved.

Seconded by J. Schumacker

04/08/20-2

CARRIED

4.2 April 1, 2020

Moved by K. Medenblik

That the Minutes of April 1, 2020 be approved.

Seconded by J. Meler

04/08/20-3

CARRIED

4.3 In Camera March 11, 2020

Moved by L. Caissie

That the In Camera Minutes of March 11, 2020 be approved.

Seconded by M. Willis

04/08/20-4

CARRIED

4.4 In Camera April 1, 2020

Moved by B. Cosper

That the In Camera Minutes of April 1, 2020 be approved.

Seconded by A. Lawlor

04/08/20-5

CARRIED

5.0 Consent Agenda

Moved by A. Lawlor

That Consent Agenda items:

5.1 Email from D. Arbour (Mar. 24, 2020) re: Uplifting News

5.2 Ifp.ca article (Mar. 31, 2020) re: Halton Hills Public Library 3D printing parts for...

be approved.

Seconded by B. Cospers

04/08/20-6

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 Acton Reading Deck Update

- G. Cannon reported that with the Mayor's Declaration of Emergency, the CAO and Mayor are allowed to move projects forward, and have now been provided with a memorandum seeking approval of the Board's request for \$25,000 from the Library Capital Reserve. The memorandum notes that Councillor Hurst, Chair of the Town Accessibility Committee, has approved that the deck be funded by the Accessibility Committee up to a limit of \$20,000. Any funds not used would be returned to the reserves. However, the status of this project is now under review due to the recent hold placed on most construction projects by the Province due to the COVID-19 pandemic.
- G. Cannon will provide additional information as it becomes available.

8.0 Executive Search Sub-Committee Report

- K. Medenblik reported that the ESSC recruitment for the Chief Librarian position is on hold due to the COVID-19 pandemic. An update will be provided when new information becomes available.

9.0 Council Update

- A. Lawlor and T. Brown reported:
 - Council has been holding daily briefings and that discussion has been primarily focused on enforcement of the Provincial directives regarding public gatherings and parks/facility closures. Access to park parking lots is being blocked to discourage gatherings.
 - Council is exploring how additional assistance can be provided to local businesses. A residential and business property tax deferral program has been established.

- All Recreation and Parks programs have been formally cancelled until June 22nd.
- This morning, the Mayor, Council and Emergency Services staff drove past the Georgetown hospital as a show of support for hospital staff's work and dedication during the COVID-19 pandemic.

10.0 Friends of the Library Update

- G. Cannon noted that Caddystacks 5 had been postponed. No decision has been made as to if this event will be rescheduled in 2020.

11.0 Community Connections Update

- None

12.0 Financial Report

12.1 Preliminary Financial Report ending March 31, 2020

- G. Cannon reported that spending for the first quarter is at the expected level.
- Budget projections with respect to the current staffing changes due to the emergency closure have not yet been compiled. A report regarding any savings that may be realized will be presented to the Board at an appropriate future date.

13.0 New Business

13.1 COVID-19 Update

- G. Cannon provided an update on current staff activities:
 - Part-time staff with more than 15 budgeted hours are now working from home on a number of projects to provide virtual library services that include (but are not limited to):
 - Setting up virtual Resume Critique sessions in partnership with vpi
 - Mango Languages program have been made available through HHPL, which in addition to being available to patrons, is providing assistance to the Centre for Skills Development staff and their English as a Second Language programs and clients.
 - Cognitive Care Kit training programs will be offered online
 - 3D Printer Certification sessions will also be offered online
 - Children's and Youth Services are planning a virtual Lego Challenge, as well as S.T.E.A.M. programming
 - Community and Adult Services are planning online programs including Trivia Night, book clubs, lecture series talks, knitting, and Book-a-Librarian talks
 - Staff are also looking at how memories of the pandemic can be captured for the archives, in a similar way to what was done for the ice storm several years ago

- While copies of some online books have become difficult to access, the limits per patron that are offered through Hoopla have been increased and can be downloaded simultaneously by many users.
- 3D printing of face-shield components is ongoing. Up until now, components have been shipped to Inksmith in Waterloo. Going forward, items will be sent to a new local company that will be providing face shields to local hospitals. G. Cannon will investigate to see if patterns for cloth face masks and hospital gowns can be made available through HHPL's website.

14.0 Health & Safety Report

- G. Cannon reported that there had been no health and safety related incidents since the March Board meeting. Very few people are entering the building, and those working in the office are observing social distancing recommendations.

15.0 Next Meeting

Wednesday, May 13, 2020

7:00 p.m.

Location: To be determined

- G. Cannon asked if the Board may be interested in holding the next meeting earlier in the day. B. Elliott will poll Board members early in May to see if this is viable.

16.0 Adjournment

Moved by M. Willis

Seconded by B. Cosper

04/08/20-7

The meeting adjourned at 7:46 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: May 13, 2020

DATED: May 13, 2020