

Halton Hills Public Library Board

Wednesday, May 13, 2020

Zoom Videoconference

4:00 p.m.

Minutes

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

Staff Present: Geoff Cannon, Barb Elliott (Recorder)

Regrets: Ted Brown

1.0 Declaration of Quorum

- T. Smith declared a quorum was present and called the meeting to order at 4:00p.m.

2.0 Approval of Agenda

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by L. Caissie

05/13/2020-1

CARRIED

3.0 Declaration of pecuniary interest

- None

4.0 Minutes of April 8, 2020

Moved by B. Cosper

That the Minutes of April 8, 2020 be approved.

Seconded by M. Kindbom

05/13/20-2

CARRIED

5.0 Consent Agenda

- T. Smith requested item 5.5) 2020 Q1 Performance Infographic, be removed for discussion.

Moved by L. Caissie

That Consent Agenda items 5.1 through 5.4:

- 5.1** First Quarter Report
- 5.2** theifp.ca article (April 26, 2020) re: Halton Hills Public Library hosts a virtual evening...
- 5.3** theifp.ca article (April 30, 2020) re: Here's how to stay in touch with the Halton...
- 5.4** IFP article (May 7, 2020) re: Stay in touch with the Library during isolation

be approved.

Seconded by J. Meler

05/13/20-3

CARRIED

5.5 2020 Q1 Performance Infographic

- T. Smith noted that in view of generally higher computer usage by the public after the emergency closure declaration, the March website page views seem to be low in comparison to those of January and February. G. Cannon will investigate how this statistic was determined and report back to the Board via email.

Moved by M. Willis

Seconded by B. Cospier

05/13/20-4

That Consent Agenda item 5.5 be approved.

CARRIED

6.0 Correspondence

- None

7.0 Business Arising

7.1 COVID-19 update

- G. Cannon reviewed the proposed Library recovery plan that would allow for a gradual, 3-stage re-opening of the library when permitted by the Provincial government. This plan is part of the overall Town recovery plan being developed by the Emergency Support Group (ESG), for which Beverley King is the Library's representative.
- Highlights:
 - Physical distancing standards will be the determining factor as to how many people will be allowed into either branch at any given time. Temporary physical barriers and floor markings will be installed at all service desks to keep patrons and staff an appropriate distance apart. Study spaces and public work stations will be either closed or moved to ensure proper distancing between users.
 - Additional cleaning and maintenance will be done according to Town protocol, and open hours may be modified to allow for more thorough cleaning of facilities every day.
 - Virtual programming will be expanded, as in-person programming may not be able to fully resume until a vaccine has been approved. To date, enough equipment has been available to provide the expanded number of online programs although it is possible that some future programming may need to be delayed if additional purchases are necessary.
 - A virtual chat service is now being offered through the library website. Live chat is currently available most days 10am – 4pm, and queries during off-hours are referred to the AskUs service, for email follow-up by staff.

- All returned library materials will be quarantined for 72 hours and this will be widely communicated to the public.
- Resumption of Inter-library loan service will be dependent on the Province.
- When permitted, Home Library Service will restart by offering outside (porch) drop-off service only.
- It was noted that the use of UV light to disinfect returned items is not recommended as the required dosage would be harmful to library materials.
- The appropriate Personal Protective Equipment (PPE) for staff is under consideration by the ESG; further direction is expected soon. A health and wellness questionnaire for staff returning to work will be introduced.
- Staffing and budget implications due to the emergency closure have yet to be determined. To make physical distancing easier, it is expected that some staff will be able to continue doing some work from home, and other staff would be assigned alternate tasks, depending on the level of services offered at each phase of re-opening.

8.0 Executive Search Sub-Committee Report

- K. Medenblik reported that the search for the new Chief Librarian is currently on hold. A short list of candidates has been identified and the committee is reviewing a list of draft interview questions.

9.0 Council Update

- A. Lawlor reported:
 - Council is receiving daily briefings.
 - The Mayor and Senior Town staff have been holding weekly online Town Hall updates for the public on Thursdays at 4:00pm, and that on May 14th, G. Cannon will be providing an update about the expanded Library services being offered online.
- G. Cannon reported that one Library staff member is now assisting at the Bennett Centre.

10.0 Community Connections Update

- G. Cannon noted that he has connected with a community member who is working on the David Suzuki Butterflyway Project to see if the Library or Town could participate in some capacity. The purpose of this project is to grow habitats across Canada that would serve as a 'highway' for bees and butterflies.

11.0 Financial Report

11.1 Month End Report

- G. Cannon reported that the April financial report is not yet available. Current spending is projected to be slightly below target, primarily due to staff being placed

on designated emergency leave, or working a lesser number than their budgeted hours.

- It was acknowledged that Library staff have contributed a significant amount of time to the new Town website project.

12.0 New Business

12.1 Preliminary Operating and Capital Budget

- G. Cannon reported that the Town guidelines for the 2021 budget are not yet available, and that it may be necessary to hold a special summer Board meeting to review the formalized budget documents.

Operating Budget:

- Staff are preparing for no additions to the operating budget other than the expected increases for staff moving through the pay grid (% not yet known), and service contracts (approximately .63%)
- Additional requests for future Board consideration:
 - (\$59,000) Year-round Sunday openings at both branches. This would also cover costs associated with the opening of the Acton Branch as a summer cooling centre.
 - (\$44,000) Sunday programming staff. Sunday programming is often requested by patrons.
 - (\$51,000) Funding to cover 4 co-op student positions.
 - (\$40,000) Extend fines-free policy to include adults.

Capital Budget:

- Projects currently slated for 2021 (totalling \$673,000):
 - Library Strategic Plan (\$65,000)
 - Technology Renewal (\$81,000)
 - Library Materials (\$449,000)
 - Annual increase to materials budget (\$25,000)
 - Furnishings replacement Georgetown Branch (\$30,000)
 - Furnishings replacement Acton Branch (\$23,000)

12.2 Report No. LBD-2020-001 re: COVID 19 – Fines elimination for 2020

- G. Cannon presented for Board consideration, Report No. LBD-2020-001 where it was requested that Library fines be eliminated for the remainder of 2020. The elimination of fines would demonstrate that the Library is committed to providing barrier-free access for everyone, diminish patron confusion around check-in dates and fine status of returned items that are held in quarantine, and would also recognize that there are patrons facing unexpected financial hardships due to the COVID-19 pandemic. The estimated loss of revenue is approximately \$35,000 which

would be covered through various staffing gaps, and may also be eligible for coverage by upper level government financial relief for COVID-19 losses.

Moved by B. Cosper

That Report No. LBD-2020-001 dated May 1, 2020 regarding COVID-19 Fines Elimination for 2020 be received;

AND FURTHER THAT, the Halton Hills Public Library's current fine-free policy be expanded to cover all library card holders until the end of December 2020 be approved;

AND FURTHER THAT, staff be directed to report back on the outcomes of expanding the Library's current fine-free policy.

Seconded by J. Meler

Discussion:

- This waiver would only cover fines for late returns; patrons would still be responsible to cover the replacement cost of items not returned.
- Past experience with other fines-free collections has shown that most items are still returned on time.

05/13/20-5

CARRIED

12.3 In Camera re: Personnel Matters

Moved by M. Kindbom

That the meeting move In Camera.

Seconded by J. Meler

05/13/20-6

CARRIED

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by M. Willis

05/13/20-7

CARRIED

Rising Report:

- The Board reported that it had accepted an offer by G. Cannon to postpone his retirement date due to delays in the recruitment process for the new Chief Librarian, until August 31, 2020 at the latest.
- The Board received an update on current staffing levels.

13.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety incidents since the April Board meeting.
- Town staff are exploring revisions to the Work from Home Policy, to cover additional health and safety considerations.

14.0 Next Meeting

Wednesday, June 10, 2020

Location & Time: TBD

15.0 Adjournment

Moved by J. Meler

Seconded by B. Cospers

05/13/20-8

The meeting adjourned at 5:37p.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: June 10, 2020

DATED: June 10, 2020