

**Halton Hills Public Library Board**

Wednesday, June 10, 2020

Zoom Videoconference

4:00 p.m.

**Minutes**

**Present:** Ted Brown, 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, Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King

**1.0 Declaration of Quorum**

- T. Smith declared a quorum to be present and called the meeting to order at 4:07 p.m.

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved.

Seconded by L. Caissie

**06/10/20-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1 May 13, 2020**

Moved by B. Cosper

That the Minutes of May 13, 2020 be approved.

Seconded by M. Kindbom

**06/10/20-2**

**CARRIED**

**4.2 In Camera May 13, 2020**

Moved by J. Meler

That the In Camera Minutes of May 13, 2020 be approved.

Seconded by B. Cosper

**06/10/20-3**

**CARRIED**

**5.0 Consent Agenda**

Moved by A. Lawlor

That Consent Agenda item:

**5.1** Independent article (May 21, 2020) re: Library Pickup and Dropoff Services...

be approved.

Seconded by M. Willis

06/10/20-4

CARRIED

## 6.0 Correspondence

### 6.1 Communique from Canadian Federation of Library Associations RE: Anti-Black Racism

- G. Cannon reviewed the Canadian Federation of Library Associations' statement regarding anti-black racism, and will bring forward for discussion, any information received regarding policy by other library associations.
- It was noted that on June 11, 2020, Mayor Bonnette will be making a statement regarding racism, and that a peaceful protest march is being planned by the Halton Hills Alliance for Social Change, for Sunday, June 14<sup>th</sup> in Georgetown.

### 6.2 Other

- G. Cannon shared that a thank you note had been received for a donation made by HHPL of approximately 200 discarded children's items, which were subsequently sent to Uganda to assist in the set-up of a new library.

## 7.0 Business Arising

- None

## 8.0 Council Update

- A. Lawlor reported that an electronic Council meeting will be held on Monday, June 15<sup>th</sup>.
- G. Cannon informed the Board that during Phase 2 of re-opening, libraries will be able to allow patrons into facilities to pick up items on hold, and provide Internet access at public workstations. B. King is a member of the Town's Emergency Support Group that is planning and developing the re-opening procedures for the Town. The library will offer limited hours to start, Tuesday to Saturday (10 a.m. – 2 p.m.), which will be monitored and revised if necessary. The setup of Internet stations and mapping of paths patrons will follow while inside the facilities are under consideration.

## 9.0 Community Connections Update

- G. Cannon noted that staff have received several messages from patrons thanking the library for offering curbside pickup of holds.

## 10.0 Financial Report

### 10.1 Month End Report

- G. Cannon provided a verbal update:
  - Revenues are approximately 22% under budget (loss of fines revenue due to closure)
  - Salaries/wages are approximately 8% under budget (due to staff being placed on Declared Emergency Leave)

- Materials and Supplies expenses are slightly over budget (due to Executive Search fees, and annual service contract and membership fees)
- Overall remaining budget is 65.3%. Slightly higher than the projected 58%.
- The final Month End Report will be forwarded to the Board when it becomes available.

## 11.0 New Business

### 11.1 Library/Cultural Centre Outdoor Plaza

- G. Cannon reviewed the conceptual plans for the outdoor plaza that were approved by the previous Board. This area would be located on the grassed area at the front of the Cultural Centre/Library, and would be constructed using permeable paving stones and include metal bench seating, planting beds and space for outdoor programming.

#### Discussion:

- Concerns regarding the placement and security of the bell were noted and will be passed on to the planning department.
- The historical plaque would not likely be relocated as this would require Provincial approval. G. Cannon will ensure the historical plaque is depicted on all future drawings.
- Public concerns around removal of grassed areas were noted.
- A suggestion to install permanent game fixtures (e.g. chess board) was noted for consideration.
- It was noted that some of the public feedback on Facebook had been negative in view of COVID-19 and the possible resulting economic downturn. G. Cannon discussed that while funding for this project is already in place, including some community funding, the Town is currently reviewing the timing of all capital projects.

#### 11.1.1 Proposed usage

- B. King discussed that the area would be an extension to the library's interactive spaces for families and patrons, and spoke about how it could be used for public concerts and author visits. The plaza would also provide space to offer additional educational opportunities with space for a community garden, Indigenous programs (e.g. water ceremony) in combination with ecological programming, as part of historical story walks in partnership with the Esqueping Historical Society, and programming with other community partners.
- D. Davey suggested that the plaza would be a natural gathering spot for patrons and neighbouring residents, and would serve as additional space for children's and teen programs such as the Summer Reading Club, S.T.E.A.M. programs, book clubs, children's story walks, outdoor movie nights.
- There was a suggestion to consider licensing this space for food and drink during special programs.

### 11.2 Curbside Pick-up

- B. King reported that curbside pickup service began May 20th and has been very popular with over 2,500 items being checked between May 20<sup>th</sup> and June 4<sup>th</sup>. Alternate day pickups are working very well as it allows for more efficient preparation of the large number of items being requested. Once facilities re-open, it will not be feasible to continue with curbside pickups as this service is very labour intensive, and due to physical distancing issues in the vestibule. A number of Town staff have been redeployed to assist in shelving returned materials; this has been very helpful when it comes to locating items that have been requested.
- Patrons not wishing to enter the building are able request items be delivered to their porch by HHPL's Home Service regular volunteers.
- The bags used for packaging items are inexpensive; staff are using removable labels to encourage reuse.

### 12.0 Health & Safety Report

- G. Cannon reported that there had been no Health & Safety incidents since the May Board meeting. Very few staff have been entering the facilities over the past few months. Small numbers of staff are beginning to return as required.
- G. Cannon announced that the Truth and Reconciliation land acknowledgement plaques have been installed in the entrance of both facilities. B. King will provide photos of each plaque.

G. Cannon, Douglas Davey, Barb Elliott, Clare Hanman, and Beverley King left the meeting.

### 13.0 Executive Search Sub-Committee Report – In Camera

Moved by M. Kindbom

That the meeting move In Camera

Seconded by M. Willis

**06/10/20-5**

**CARRIED**

Moved by M. Kindbom

That the meeting move Out of Camera

Seconded by T. Brown

**06/10/20-6**

**CARRIED**

#### Rising Report:

- The Board reported that interviews for the Chief Librarian position are being scheduled.

### 14.0 Next Meeting

- The Board discussed changing the start time of the September meeting back to the traditional time of 7:00 p.m. The start time and location for the September 9<sup>th</sup> meeting will be confirmed closer to that date.

Wednesday, September 9, 2020

Location & Time: To be determined

**15.0 Adjournment**

Moved by K. Medenblik

That the meeting be adjourned.

Seconded by B. Cospers

**06/10/20-7**

**CARRIED**

The meeting adjourned at 6:00 p.m.

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

Tamara Smith, Chair

Halton Hills Public Library Board

APPROVED: September 9, 2020

DATED: September 9, 2020