

**Halton Hills Public Library Board - Special Budget Meeting**

Tuesday, September 15, 2020

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Betsy Cospers, Matt Kindbom, Ann Lawlor,  
Keith Medenblik, Joanna Meler, James Schumacker, Tamara Smith (Chair)

**Staff Present:** Barb Elliott (Recorder), Mary Querques, Melanie Southern

**Regrets:** Larry Hawes, Marilyn Willis

**1.0 Declaration of Quorum**

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

**2.0 Approval of Agenda**

Moved by J. Meler

That the agenda be approved as presented.

Seconded by A. Lawlor

**09/15/20-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared.

**4.0 Preliminary Budgets – 2021**

**4.1 Preliminary 2021 Operating Budget**

- M. Southern presented the draft Preliminary 2021 Operating Budget for Board consideration.
- M. Querques noted that the proposed overall increase to the operating budget is .53%. This does not include increases to staff compensation, which will be added by the Town when the information becomes available.
- Operating Budget requests include:
  - Sunday Opening Cooling Centre (\$14,100)
    - This additional service would provide the community a reliable and consistent source of cooling centres and allow the Library to have consistent open hours on Sundays all year round.

Moved by B. Cospers

That the Preliminary 2021 Operating Budget be approved as presented.

Seconded by K. Medenblik

**09/15/20-2**

**CARRIED**

**4.2 Preliminary 2021 – 2030 Capital Budget & Forecast**

- M. Southern presented the draft Preliminary 2021-2030 Capital Budget & Forecast for Board consideration.
- It was noted that in light of the COVID-19 pandemic, 2021 is being viewed as a recovery year with completion of ongoing projects being the focus. Therefore, the planned renewal of the Library’s Strategic Plan, and the scheduled furniture replacements at both branches have been deferred until 2022. A number of new projects are being explored to assist in the recovery and prepare for new initiatives in the future that would be in keeping with HHPL’s strategic objectives.
- Capital Budget requests include:
  - Library Materials (\$449,000)
    - This funding will maintain the historic level of funding to allow the Library to continue to develop and maintain a collection of over 125,000 physical items and access to millions of digital titles in a variety of languages, reading levels and formats.
  - Library materials Collection Development (\$25,000)
    - The additional funding would allow the Library to continue to build its materials collection to meet the provincial average of 2.2 items per capita. The Library currently has 1.9 items per capita or a deficit of approximately 19,000 items.
  - Library Technology Renewal (\$56,400)
    - This project enables the replacement of again information technology hardware at the appropriate time, and will ensure the public and staff continue to have access to reliable and adequately functioning equipment.

Moved by J. Schumacker

That the Preliminary 2021-2030 Capital Budget & Forecast be approved as presented.

Seconded by M. Kindbom

**09/15/20-3**

**CARRIED**

**5.0 Adjournment**

Moved by B. Cosper

That the meeting be adjourned.

Seconded by J. Meler

**09/15/20-4**

**CARRIED**

The meeting adjourned at 7:40 p.m.

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

Tamara Smith, Chair  
Halton Hills Public Library Board

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

Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: October 14, 2020

DATED: October 14, 2020