

**Halton Hills Public Library Board**  
Wednesday, January 10, 2018  
Georgetown Branch – Board Room  
7:00 p.m.  
**Minutes**

**Present:** Ted Brown, April Currey, Matt Kindbom, Ann Lawlor, Bett Leverette (Chair),  
Heather McAlpine, Tamara Smith

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

**Regrets:** Lisa Caissie, Larry Hawes, Marilyn Willis

**1.0 Declaration of Quorum**

- B. Leverette declared that a quorum was present and called the meeting to order at 7:08 p.m.

**2.0 Approval of Agenda**

- Addition of New Business 12.4) Halton Chief Librarians Retirements (GC)

Moved by A. Currey  
Seconded by M. McAlpine

That the agenda be approved as amended.

**01/10/18-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None

**4.0 Minutes**

**4.1** December 13, 2017

Moved by T. Brown  
Seconded by T. Smith

That the Minutes of December 13, 2017 be approved.

**01/10/18-2**

**CARRIED**

**4.2** In Camera December 13, 2017

Moved by T. Smith  
  
Seconded by M. Kindbom

That the In Camera Minutes of December 13, 2017 be approved.

**01/10/18-3**

**CARRIED**

**5.0 Consent Agenda**

- Items held for discussion:
  - 5.1) HHPL Organizational Chart (BL)
  - 5.2) HHPL Positions Chart (TS)

Moved by H. McAlpine

That Consent Agenda items:

- 5.3 New Tanner article (Dec. 14, 2017) re: "Community Garden funding in good shape"
- 5.4 Independent article (Dec. 21, 2017) re: "Town of Halton Hills releases 2018 budget..."

be approved.

Seconded by A. Currey

**01/10/18-4**

- 5.1) HHPL Organizational Chart
  - A general discussion took place regarding the organizational breakdown of departments and supervisory responsibilities. G. Cannon noted that while the Community and Adult Services Department (CAS) has the largest number of staff, the Manager of CAS will have the same number of direct reports as the Managers of other departments once organization changes are complete.
- 5.2) HHPL Positions Chart
  - G. Cannon noted that changes to the chart were necessary to update the Titles at the Manager level.

Moved by A. Currey

That Consent Agenda items:

- 5.1 HHPL Organizational Chart
- 5.2 HHPL Positions Chart

be approved.

Seconded by M. Kindbom

**01/10/18-5**

**CARRIED**

## **6.0 Correspondence**

- None

## **7.0 Business Arising**

### **7.1 Acknowledgement of the Land – update**

- G. Cannon reported that he had received an email from Marcus Logan, Manager, Community Information, for Oakville Public Library regarding a response to the Truth and Reconciliation (TRC) calls to action. In December, Mr. Logan presented the idea of a "collective response to the TRC calls to action for our Halton library's" to HALINET Council, which resulted in a directive to form a HALINET subcommittee and begin work. Beverley King will represent HHPL on this subcommittee which is expected to hold its first meeting in March.

**8.0 Council Update**

- T. Brown reported that he and G. Cannon had participated in an exercise for ‘Destination Downtown Georgetown’, which is part of the Georgetown secondary plan. They took part in a tour of the downtown areas of Port Credit, Oakville and Guelph to see how heritage buildings have been integrated with newer buildings.

**9.0 Friends of the Library Update**

- The next meeting of the Friends will take place on Thursday, January 18<sup>th</sup>.

**10.0 Community Connections Update**

- None

**11.0 Financial Report**

**11.1 Accounts Payable**

Moved by H. McAlpine

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$16,490.72** as detailed in the Computer Cheque Register for week **#1 DATED January 4<sup>th</sup>, 2018** have been examined and are hereby approved for payment including expenses for the following employee:

Geoffrey Cannon	\$ 48.96
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Seconded by T. Smith  
**01/10/18-6**

**CARRIED**

Moved by T. Brown

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$43,235.19** as detailed in the Computer Cheque Register for **\$27,103.12** in week **#51 DATED December 21<sup>st</sup>, 2017** and the **VISA** purchases statement for the month of **NOVEMBER 2017** for **\$16,132.07** have been examined and are hereby approved for payment, including expenses for the following employees:

Hayley Green	\$ 28.09
Marianna Ivanova	\$ 60.00
Gillian Killingbeck	\$ 41.05
Jodie Mandarino	\$ 247.23
Lee Puddephatt	\$ 170.56
Andrea Schiller	\$ 56.94

Seconded by H. McAlpine  
**01/10/18-7**

**CARRIED**

### 11.2 Month End Report (November)

- G. Cannon reported that the target remaining is slightly above the expected level due to grant funding that has not yet been spent. Grant funding will be used for programming in the new year and will be spent before the March 2018 deadline.
- C. Hanman reported that spending on materials is at the expected level.
- G. Cannon noted that in 2018, a number of collections will be moved to an Automatic Release Program (ARP). This means that our book vendor, Whitehots, will purchase up to 90% of the selected collections on our behalf. Selectors will still have 10% of their collection budget available for discretionary purchases such as patron requests. This service has been used with good results by many libraries and will release staff time for other duties.
- The Month End Report was received by the Board.

## 12.0 New Business

### 12.1 Presentation: WiFi-to-Go

- C. Hanman provided an overview of the library's new Hotspot lending service, "WiFi-to-Go" which was launched on October 18<sup>th</sup>. This service was introduced to assist patrons who are unable to receive or afford reliable high-speed internet service either at home or through their smartphone. The library currently has seven circulating Hotspots. There is also one in-house Hotspot which is used by staff for demonstration purposes, library programs and community events. The service includes:
  - 4G LTE unlimited internet, Canada wide (international roaming and texting service is not available)
  - Can connect up to 15 devices at a time
  - 8 hour battery life
  - 14-day loan period (no renewals; devices are turned off at 1 day overdue; overdue fine is \$1 per day, with the full replacement charge applied at one week overdue)

### 12.2 2018 Board Objectives – Draft

- G. Cannon provided suggestions for the 2018 Board Objectives. After extensive discussion it was decided that G. Cannon would rework a number of the suggestions to be more specific. The revised draft along with copies of the approved 2016 and 2017 Objectives will be posted in the dropbox for review prior to the February Board meeting.

### 12.3 Legacy Report

- G. Cannon discussed that at the end of the last Library Board term, the previous Board prepared a Legacy Report outlining the highlights and accomplishments during their tenure. This report also noted the challenges that were felt to be important for the incoming Board to be aware of, and also offered suggestions for

consideration of areas of focus for work during the next term. As the term of the current Board will end when the municipal elections take place in 2018, G. Cannon asked the Board to consider if they would like to pursue the preparation of a legacy document for use by the next Board.

- B. Leverette agreed to work on the Challenges section, and A. Currey will be provided with the Year End Reports from 2015 and 2016 to begin work on the Timeline of accomplishments.

#### 12.4 Halton Chief Librarians Retirements

- G. Cannon reported that two Chief Librarians in Halton Region had recently announced their retirement:
  - Leslie Fitch (Milton Public Library) – June 30, 2018
  - Maureen Barry (Burlington Public Library) – mid 2018
- For future reference with respect to the HHPL Succession Plan, G. Cannon was asked to monitor future retirement/hiring announcements in the GTA area.

#### 13.0 Health & Safety Report

- G. Cannon reported that there had been no staff-related Health and Safety issues since the December meeting.
- G. Cannon discussed that the Georgetown Branch had experienced heating issues from December 27 – 29. Several zones in the building were not adequately heated due to mechanical malfunctions. The issues have now been resolved and will continue to be monitored. Staff have since been informed regarding Ministry of Labour guidelines for working in areas not heated/cooled appropriately.

#### 14.0 Next Meeting

Wednesday, February 14, 2018

7:00 p.m.

Georgetown Branch – Board Room

#### 15.0 Adjournment

Moved by M. Kindbom

Seconded by A. Currey

**01/10/18-8**

The meeting adjourned at 8:50 p.m.

That the meeting be adjourned.

**CARRIED**

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

Bett Leverette, Chair

Halton Hills Public Library Board

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

Geoff Cannon, Chief Librarian

Halton Hills Public Library Board

APPROVED: February 14, 2018

DATED: February 14, 2018