



Haldimand County Public Library
1-117 Forest Street East
Dunnville ON N1A 1B9
(905) 318 5932

MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, April 25, 2019
Cayuga Library : 2nd Floor Meeting Room

Present:	Linda Van Ede, Chair	Malcolm Millar
	Mary Kent	Pat MacDonald, Vice Chair
	Jo Geary	Catherine Rozman
	Paul Diette, CEO	Regrets: Rob Shirton

1. Call to Order

Linda Van Ede called the meeting to order at 5:21 pm.

2. Adoption of Agenda

19-11 **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar
THAT the Agenda be adopted as circulated and with the addition of Agenda Items 8.2 *Courier Theft* and 8.3 *In Camera session, CEO Performance Evaluation*
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

19-12 **MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar
THAT the Minutes of March 28, 2019 be adopted.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, March 2019

19-13 **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 Monthly Activity Report, March 2019

The report was received as information.

5.3 New Cayuga Branch Project

The Haldimand County Library & Heritage Centre Building Committee met on-site with contractors Reid & Deleye on March 6th and 20th to review construction matters. Items discussed included:

- masonry support details
- security and surveillance camera cabling and installation
- wireless access points
- ditch inlet catch basin
- quality of brickwork coursing and consistency of brick colour patterns
- light fixture installation
- ceiling and truss painting
- drywall completion
- adjustments to roof scupper drain, roof valley and skylight curbs
- rebuilding of soffit corner boxes to meet on angles
- exhaust piping locations

5.4 New Hagersville Branch

The CEO has begun development of a survey/questionnaire for public distribution, both in print and online, seeking feedback from the community on the proposed project. He will meet with Councilor Dalimonte to review the survey prior to publication. To seek additional feedback from various community stakeholders, including students, seniors and local business owners, focus groups will be arranged for early autumn.

6 Business Arising

6.1 Board Member Contact Information Summary and Business Cards

Business cards were prepared for each Board member and were distributed at the meeting. The number of cards produced was limited as adoption of a new Haldimand County corporate logo is possible in the near future. A summarized list of Board member contact information was also distributed to all members and this list has also been shared with staff and included in HCPL's *Emergency Manual*.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review: FAC-1, Facilities: General Facility Use

Policy *FAC-1, Facilities: General Facility Use* was included in the package for Board assessment as part of a routine review of all existing policies during a Board's term.

In recent years, a growing number of non-profit organizations, charities, and community agencies have requested fundraising venues on library premises. Most recently, Haldimand Norfolk Health & Social Services contacted HCPL about the possibility of locating donation boxes, in the shape of small cardboard school buses, at library branches as part of the agency's *Stuff the Bus Campaign*. The campaign, operated at other community locations in previous years, involves the collection of donated school supplies for local schools to distribute to students in need.

With the exception of poppy sales for Remembrance Day, *Policy FAC-1* does not specifically address fundraising activities on library premises. Instead, requests similar to the one made by Haldimand Norfolk Health & Social Services are treated as solicitation activities and, as such, must be dealt with as "exceptions" requiring written proposals and involving benefits to the Library.

To distinguish between commercial and non-profit solicitation requests, to remove poppy sales as a unique exception, and to specify some parameters around which fundraising activities may be accommodated, the CEO recommended:

THAT Haldimand County Public Library Board Policy FAC-1, Facilities: General Facility Use, Item Number 3 be revised as follows:

3. *Haldimand County Public Library Board prohibits any person from conducting private/commercial business anywhere in the Library with the exception of the designated meeting room spaces at the Dunnville Branch, in accordance with municipal zoning by-laws. Library facilities, outside of the meeting rooms, shall not be used for personal profit, commercial solicitation, advertising of commercial services or products, or meetings of a confidential nature.*

Not-for profit organizations, charities, and community agencies may locate on library premises fundraising materials, signage and information for the purposes of soliciting goods or monies designated for the benefit of the general community. The location of fundraising items will be determined by library management; will be permitted on a temporary basis only and coordinated with any pre-existing fundraising placements; and will not impede library operations or accessibility, or compromise safety. Fundraising materials are the responsibility of the owning organization or agency. Involvement of Library staff in the collection of donations, whether monetary or material in nature, must be negotiated with Library management and may be denied due to time or space limitations.

At the discretion of the CEO, not-for profit organizations, charities and community agencies wishing to fundraise on library premises may be asked to present a written proposal outlining a description of the solicitation and its benefits to the community.

All requests for fundraising solicitation are subject to CEO approval.

It was suggested by several members that the final sentence be amended further to read:

All requests for fundraising solicitation are subject to CEO and/or Board approval.

19-14 MOVED by Pat MacDonald, **SECONDED** by Jo Geary

THAT *Policy FAC-1, Facilities: General Facility Use, Item Number 3* be revised as recommended and amended.

CARRIED.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 2019 Ontario Provincial Budget: Impact on SOLS

On Thursday, April 11th, the 2019 Ontario Budget was tabled in the provincial legislature. The Ministry of Tourism, Culture and Sport announced that the annual operating budgets for Southern Ontario Library Services (SOLS) and Ontario Library Services – North (OLS-N) have both been reduced by approximately 50%.

SOLS and OLS-N are agencies created by the Province to provide efficient resource sharing across Ontario libraries and stretch collective tax dollars. SOLS facilitates the sharing of print resources between libraries through interloans, negotiates and coordinates consortia purchasing of online and digital products such as e-books, and provides professional support and educational opportunities for library managers, staff and board members, among many other services.

Details on how SOLS will implement the proposed budget reductions are forthcoming. Understandably, libraries throughout Ontario, particularly small and medium-sized library systems which rely more heavily on SOLS' services, are expecting to be adversely affected by the cuts. HCPL staff are particularly concerned about the potential impact on interlibrary loans and courier services.

The CEO has shared information known to-date with the Haldimand County CAO, General Manager of Financial and Data Services, and Treasurer.

Library organizations, including the Federation of Ontario Public Libraries (FOPL) to which HCPL pays membership fees, have expressed their concerns to the Ministry and Library Boards and CEOs have also communicated with MPPs and the media. The CEO prepared a letter, on behalf of the Board, to MPP Toby Barrett outlining the impact of the SOLS budget reduction on HCPL services. That letter is replicated below:

April 23, 2019

Hon. Toby Barrett
Member of Provincial Parliament
39 Norfolk Street North
Simcoe ON N3Y 3N6

Dear Mr. Barrett:

The Haldimand County Public Library Board wishes to express its profound disappointment in the recent news that the budget of the Southern Ontario Library Services (SOLS) has been cut by approximately 50%. We understand that your office has already heard from many of our equally disappointed patrons.

The Haldimand County Public Library relies heavily on SOLS services. The agency was originally established to help libraries across Ontario save money by sharing resources and professional expertise. Through the years, SOLS has helped our library system in numerous ways: acquiring the best-possible pricing on online databases, print materials, and office and processing supplies through consortium-negotiated fee structures; assisting our library to achieve Provincial accreditation and develop effective strategic plans; offering affordable professional training opportunities to library staff and Board members; and, above all, administering an interlibrary loan program which allows our residents to access educational, informational and recreational materials from other libraries across the province. Through interlibrary loans, SOLS facilitates fast and efficient sharing of materials between libraries to increase selection and decrease duplication, saving us all money and enhancing the quality of life for many.

In 2018, HCPL borrowed from and loaned to other libraries over 7,000 items. This level of activity speaks to the value and importance of this service to our residents. Our ratepayers also downloaded over 27,000 e-books in 2018 from the SOLS-administered OverDrive e-book service. This collection offers over 60,000 digital titles, a selection we could not afford independently.

In its mission to provide high-quality, responsive library services and programs that enhance the cultural, educational, social and economic vitality of our community, the Haldimand County Public Library Board strives to always move its services forward. The cuts to the SOLS budget and the termination of interlibrary loan services are considered a definite and significant step backward. We therefore urge the Government to reconsider this decision in order to continue to “protect what matters most” in the most efficient and effective way possible, through the sharing of resources via agencies like SOLS.

Sincerely,
Linda Van Ede
Chair, Haldimand County Public Library Board

8.2 Courier Theft

On Friday, March 8th, 2019 a theft of materials from a parked SOLS courier van occurred in Hamilton. The van had completed its route of Niagara-area libraries and on board were numerous boxes awaiting delivery early the next week. Many of the boxes stolen included shipments from the Dunnville Branch. HCPL staff generated an inventory of HCPL materials which would have been en route at the time of the break-in and determined that 152 items with a total list price value of \$3,341.26 were stolen.

Many of the stolen items have now been re-ordered and an insurance claim through Haldimand County's policy coverage will be placed once these orders have been received.

While some materials from HCPL were destined for other library systems, most were moving between HCPL branches to fill holds. Staff subsequently modified holds lists to transfer requests to copies unaffected by the theft or to reordered copies and contacted patrons to notify them of the revised request statuses.

8.3 CEO Performance Evaluation

19-15 **MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar
THAT the meeting go in-camera at 5:46 pm to discuss the CEO's annual performance evaluation.
CARRIED.

19-16 **MOVED** by Mary Kent, **SECONDED** by Jo Geary
THAT the meeting come out of camera at 6:14 pm.
CARRIED.

9: Date and Place of Next Meeting (TBD)

The next meeting is scheduled for 5:30pm, Thursday, May 23rd at the Hagersville Library, Meeting Room.

10: Adjournment

19-17 **MOVED** by Malcolm Millar, **SECONDED** by Mary Kent
THAT the meeting adjourn at 6:20 pm.
CARRIED.

Linda Van Ede, Chair

Date