



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, June 27, 2019
Caledonia Library : Meeting Room

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

1. Call to Order

Linda Van Ede called the meeting to order at 5:29 pm.

2. Adoption of Agenda

19-22 MOVED by Mary Kent, **SECONDED** by Pat MacDonald
THAT the Agenda be adopted as circulated and with the addition of Item 8.2, Policy OP-02 Security Video Surveillance System Policy.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

19-23 MOVED by Jo Geary, **SECONDED** by Rob Shirton
THAT the Minutes of May 23, 2019 be adopted.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, May 2019

19-24 MOVED by Catherine Rozman, **SECONDED** by Malcolm Millar
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 Monthly Activity Report, May 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 May 15th and May 29th to review construction matters. Items discussed included:

- Outstanding electrical change notices and directives;
- Impact of Sheet Metal Workers Union strike on completion of roof. Majority of work completed and roof is water-tight; trim work remains outstanding and strike is expected to last beyond original soft opening target of July 2nd;
- Millwork delays; no new product was delivered in May. Millwork includes custom children's book nook, exhibit units, new book display unit, teen booth, and circulation desk;
- Installation of high-speed Internet cabling conduit to building by Rogers;
- Various signage (fire route, no smoking, etc.) to be installed through allowances;
- Talbot Street entrance soffit;
- Sidewalk construction to proceed in June;
- Roof valley and skylight curb work;
- Ditch inlet catch basin;
- Fire extinguisher installations;
- Refurbishment and installation of Heritage door in exhibit room;
- Light fixture heights.

Although delays in roof completion and millwork installation were foreseen in May, the committee believed a July 2nd soft opening target date remained feasible. It was therefore decided that the current Cayuga library would close to the public on June 16th and collections and resources would be packed and moved to the new facility between June 17th and June 22nd. Due dates for materials borrowed leading up to the closure were adjusted in Symphony, the library's automation software, to reflect the closure period.

Following subsequent construction meetings in June and continued delays in roofing and millwork completion, the closure date was revised to July 21st and the soft opening date has yet to be determined.

5.4 New Hagersville Branch

No new business.

6.1 2019 Ontario Provincial Budget: Impact on SOLS / Interlibrary Loans

Throughout May, five staff members, including the Branch Co-ordinator, two Senior Library Assistants, the Community Outreach Co-ordinator, and the CEO delivered library materials when traveling between branches as part of their regular duties. Additionally, a cataloguer made a once-weekly delivery between all branches while distributing new acquisitions. This process has successfully reinstated interbranch exchanges following the elimination of SOLS van services. The process and exchange volumes will continue to be monitored throughout the summer; a plan for two library assistants, rather than a cataloguer, to make weekly runs is on hold while branch schedules are revised to address additional hours at the new Cayuga facility, but will be reconsidered should conditions change.

SOLS announced that interlibrary loan software (VDX) will be re-activated in June. HCPL will resume interlibrary loan services at that time. New postage expenses will be accommodated in the operating budget through a one-time reduction in professional development expenses, a short delay in commencing the full-time branch coordinator initiative, and a cessation of DVD loans to other library systems. In-house and online postings were made in June to announce the resumption of interlibrary loan services to the public and the media was contacted for related press coverage.

6.2 Regional CEO Meeting

Heather King, CEO of the Norfolk County Public Library, requested from her system's courier a quote for delivering materials to neighbouring library systems, with a single weekly stop in Haldimand County, Brant County, Brantford, Six Nations, Hamilton and Oxford County. Libraries will have an opportunity to opt in to a cost-sharing, regional delivery solution.

When a library requests an item using VDX, the online provincial interloan software, sophisticated algorithms automatically attempt to fill that request from a neighbouring library. As a result, HCPL has historically traded more with its neighbours than with libraries further afield. A regional delivery solution will therefore handle a large number of overall transactions (staff estimate up to 40%) and greatly reduce postage expenses. Moreover, this solution will address returns made under reciprocal borrowing agreements, where patrons from one system personally borrow items from a reciprocating library but return those items at their "home" library. Most library systems in Ontario participate, to some degree, in reciprocal agreements; the Ministry's proposal that mailings replace van services as a less-expensive alternative does not address reciprocal exchanges, previously placed on the SOLS van.

6.3 Memorandum of Understanding: Haldimand County Community Hubs

A **Memorandum of Understanding** (MOU) was drafted by Haldimand County Corporate & Social Services outlining the principles and parameters of the community hubs agreement between the County and the Library Board. The MOU was reviewed by the Manager of Corporate & Social Services and by the Library CEO and a copy of the final version was included in the Board package for review and approval.

19-25 MOVED by Catherine Rozman, **SECONDED** by Jo Geary
THAT the Memorandum of Understanding: Haldimand County Community Hubs be approved.
CARRIED.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review: Resource Sharing: Interlibrary Loan (OP-05)

Operations Policy No. 5, Resource Sharing (Interlibrary Loan) was reproduced in the Board package. No changes to the policy were recommended or approved following Board review.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Six Nations Public Library Reciprocal Borrowing Agreement

In 2003 and 2004, Haldimand County Public Library entered into reciprocal borrowing agreements with neighbouring library systems: Norfolk County, Brant County, Hamilton, Wainfleet and West Lincoln. These agreements allow residents of one municipality to borrow materials from a neighbouring library system without charge, provided they hold a valid card within their home municipality. Borrowing privileges are generally unlimited and include both print and digital loans along with the ability to register for library programs. Only Hamilton restricts reciprocal borrowers from accessing some of its online databases, due to licensing

costs. At the time these agreements were formalized, Six Nations Public Library did not respond to requests from Haldimand County Public Library and, at present, it is the only neighbouring system with which we have no agreement.

Despite having no agreement, HCPL's practice is to offer library services to Six Nations residents without charging a "non-resident" fee and SNPL offers the same opportunity to Haldimand County residents. While no reciprocal agreement is therefore necessary, the CEOs of both systems expressed a desire to formalize the existing reciprocity.

A proposed *Reciprocal Borrowing Agreement Between Six Nations Public Library and Haldimand County Public Library* was included in the Board package for review and approval.

19-26 **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary
THAT the *Reciprocal Borrowing Agreement Between Six Nations Public Library and Haldimand County Public Library* be approved.
CARRIED.

8.1 Policy OP-02 Security Video Surveillance System Policy

Linda Van Ede proposed that Section 4, *Use of Video Surveillance Equipment*, of Operations Policy 02: Security Video Surveillance System Policy, be edited to exclude the text "*Tapes at the Caledonia branch are changed daily, and rotated on a 10-day cycle. Tapes, while not in use, are stored in a locked cabinet*". The technology referred to in that text is no longer in use and has been replaced by digital recordings.

19-27 **MOVED** by Mary Kent, **SECONDED** by Catherine Rozman
THAT Policy OP-02, Section 4 *Use of Surveillance Equipment*, be modified to exclude the statement "*Tapes at the Caledonia branch are changed daily, and rotated on a 10-day cycle. Tapes, while not in use, are stored in a locked cabinet.*"
CARRIED.

9: Date and Place of Next Meeting (TBD)

The next meeting is scheduled for 11:00 am, Tuesday, July 23rd at the Selkirk Branch first floor program room.

10: Adjournment

19-28 **MOVED** by Malcolm Millar, **SECONDED** by Rob Shirton
THAT the meeting adjourn at 7:25 pm.
CARRIED.

Linda Van Ede, Chair

Date