



Haldimand County Public Library
1-117 Forest Street East
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MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, November 21, 2019
Cayuga Library : Program Room

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

1. Call to Order

Linda Van Ede called the meeting to order at 5:31 pm.

2. Adoption of Agenda

19-49 MOVED by Pat MacDonald, **SECONDED** by Rob Shirton
THAT the Agenda be adopted with the addition of *Item 6.2, Board Christmas Dinner*
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

19-50 MOVED by Mary Kent, **SECONDED** by Jo Geary
THAT the Minutes of October 24, 2019 be adopted.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, October 2019

19-51 **MOVED** by Malcolm Millar, **SECONDED** by Catherine Rozman
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 Monthly Activity Report, October 2019

The report was received as information.

5.3 New Cayuga Branch Project

In October, the following deficiencies were addressed:

- ✓ Lifted carpet tile in front of circulation desk re-adhered to floor;
- ✓ Staff room fire extinguisher and Health & Safety board installed;

The following deficiencies remain outstanding:

- Activation of security alarm system;
- Exterior scupper unpainted;
- Staff washroom door: bottom “porthole” window fell out; glass is not broken but requires reinstallation;
- Replacement of dead cedar hedges along property line, as requested by neighboring property owner (scheduled for November);
- Lighting and glass shelving in exhibit display unit on wall facing library is incomplete;
- Book nook cubby doors require locks and opening mechanisms (scheduled for November);
- Inset cubby requires shelf to prevent unsafe climbing opportunities;
- Seat backs in book nook area require painting (scheduled for November);
- Various paint touch-ups required throughout (scheduled for November);
- Extra wire on program room ceiling light to be removed;
- Young adult bench seat cushion requires attachment to prevent sliding (scheduled for November);
- Step (pressure) stools required for children to reach public washroom sinks;
- Light in public washroom installed at incorrect angle (scheduled for November);
- Exterior no-smoking/vaping signs to be installed;
- Exterior fire safety box from old library to be repurposed and installed following demolition.

The Open House event has been planned in conjunction with Cayuga’s Light Up Night on December 6th, between 5:00pm and 8:00pm. The Light-Up Parade is scheduled for 6:00pm and the facility’s event will capitalize on public visits already being made to the downtown core. The informal event will include holiday-themed programs, refreshments, museum exhibit displays, and meet and greet opportunities with the Mayor and Councillors. The Library will provide a Christmas card making craft for children and both Library and Museum staff will develop a

Scavenger Hunt activity, in which participants use clues to locate items or information throughout the facility. Individuals who complete the Hunt will be entered into a draw to win a family prize pack, filled with gifts from both Divisions. Additionally, a promotional magnet depicting the new building and including the County's website will be given away at the event. The CEO and Board members Linda Van Ede, Pat MacDonald, Jo Geary, Mary Kent, Catherine Rozman and Rob Shirton will attend the event and both a library assistant and library page will be offered additional hours to perform circulation duties and assist with visitor requests.

An issue with the automatic door lock system recurred on Saturday, October 26th due to a temporary network outage prior to opening. In this instance, the accessible (push-button activated) doors did not automatically unlock at 10:00am as per the facility's opening and closing schedule. Staff were able to manually unlock adjacent doors, which are not part of the accessibility system, with keys. County IT staff were able to reset the system before closing so that the automatic doors would lock remotely. The CEO will follow up with IT staff to determine future solutions.

The hot water heater at the old facility on Cayuga Street was disconnected by Reliance staff on October 15th. The disposal price of \$450 has been costed to the building's demolition project budget. Demolition of the building has been scheduled for late November.

5.4 New Hagersville Branch

At its Council-in-Committee meeting on October 29th, Haldimand County Council members unanimously supported the submission of a grant application for *Investing in Canada Infrastructure Program (ICIP)* funding towards the Hagersville Library + Active Living Centre project.

As part of the application, the CEO prepared a description of how the new library would be used. A copy of the full description was included in the Board package and provided details on:

- *Collections to be housed in the new facility;*
- *Local history features, including the Hager Collection exhibit and new exhibits furnished through the Library's partnership with Haldimand County's Museum Division;*
- *Space for more public access computers and seating for reading, relaxation or accessing the wireless network;*
- *Space for exhibiting local arts, crafts and literary collections;*
- *Enlarged programme room to accommodate more event attendees;*
- *Accessibility features;*
- *Access to online federal, provincial (ServiceOntario) and municipal (myHC) information and resources as part of the Library's community hub initiative;*
- *Construction of a building that will inspire civic pride and demonstrate the Library's commitment to quality of life and progress.*

The project schedule included in the application, outlining construction phases and timelines, was as follows:

Official Grant Agreements	<i>Early autumn, 2020</i>
Preliminary Designs / Community Consultations	<i>October to December, 2020</i>
Design and Planning Approvals	<i>January to May, 2021</i>
Construction Tender and Award	<i>June to July, 2021</i>
Construction	<i>August, 2021 through July, 2022</i>
Commissioning and Deficiencies	<i>August to September, 2022</i>
Occupancy	<i>October, 2022</i>

The grant application was finalized by numerous municipal staff prior to the November 12th deadline and included, among other things, the following:

- ✓ *the municipality’s asset management plan, which covers facilities and core services;*
- ✓ *a facility condition index calculation based on a 2011 Hagersville Library building condition assessment report, which refers to the need for a new roof and structure work (HVACs, etc.) within the next three years;*
- ✓ *statements on municipal land use patterns and policies (the project would make use of an underutilized area within a County recreational property, and would benefit from existing services and shared parking opportunities);*
- ✓ *municipal population forecasts indicating, in particular, that the aged 65+ cohort is expected to represent 25% of the County’s total population by 2041, compared to 18% today;*
- ✓ *the Reciprocal Borrowing Agreement between HCPL and Six Nations Public Library;*
- ✓ *cost estimates and feasibility study prepared by architects Their+Curran*

During the process of developing Haldimand County’s grant application, the condition of the existing Hagersville library facility was assessed. In particular, details about the building’s 2005 expansion were considered:

- the expansion project included an enhanced local history showroom: the Hager collection was removed from a narrow wall-cabinet and relocated to floor space behind a glass half-wall;*
- the project involved the removal of “Buttons and Bows” Day Care Centre from the Davison Centre, which occupied approximately 1/3 of the facility. The Day Care space was completely separated/partitioned from the Library space. Interior walls were removed and construction included new flooring, new ceiling, new paint, new lighting, new seating furniture and new shelving;*
- the project did not involve an addition; rather, the library expanded only into the space once occupied by the day care centre. Several spaces relocated within the building: the circulation desk, the utility room, and the children’s area were all shifted;*

- ❑ *the former circulation counter was disassembled and replaced with a new counter that was pieced together with inexpensive kitchen furniture and relocated to the back of the building, in order to mask a flooring grade change which could not be corrected within the project's budget. The make-shift circulation desk was replaced several years later with a proper service counter;*
- ❑ *two new public washrooms were installed; what is now the staff washroom was formerly part of the day care centre and received minor improvements (paint, new flooring);*
- ❑ *the project did not involve resurfacing or improvements to the small parking area behind the building;*
- ❑ *the project involved no changes to exterior walls or windows; exterior siding was replaced in 2015;*
- ❑ *in 2013, the front and vestibule doors were replaced with automatic door systems. This project included door frame work;*
- ❑ *a 2013 roof diagnosis analysis report indicated that roof restorations were done shortly after the 2005 project. The existing roof has a projected end-of-life in 2020. Similarly, HVAC units were replaced in 2005, with an expected end-of-life in 2020.*

6 Business Arising

6.1 Haldimand County Community Hubs

The County's new **myHC** web portal is nearing completion; the CEO will receive training on it and Virtual City Hall in late November and will, in turn, prepare training materials for delivery to library staff. Posting for the temporary, part-time Online Resource Instructor (21-hours-per-week) occurred in October and applications will be reviewed in November. The new hire will assist with the delivery of myHC training to all staff.

6.2 Board Christmas Dinner

The Board Christmas dinner was scheduled for 6:30 pm on December 3rd at Debb's Cuisine in Dunnville. The dinner will follow a strategic planning meeting at the Dunnville Branch at 5:00 pm. The CEO confirmed reservations.

7. Standing Items

7.1 Strategic Plan

The CEO facilitated a SWOT (Strengths, Weaknesses, Opportunities, Trend) session on October 30th. The session was attended by four senior staff members and results of the session were included in the Board package. A second session will be scheduled early in 2020 and will include staff from various branches involved in both children's and adult programming.

7.2 Policies Review: Displays and Bulletin Boards (OP-10)

A copy of Operations Policy No.10, *Displays and Bulletin Boards* was reproduced in the Board package. No changes to the policy were recommended or discussed.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Personnel: Branch Coordinator Position

In 2017, the Library's Deputy CEO was promoted to the CEO position and the Deputy CEO role was eliminated. Of the 35 hours which comprised that position, 10 hours were permanently allocated to the Community Outreach Position, 10 hours were permanently allocated to cataloguing technicians and 6 hours were permanently allocated to library assistant positions. The remaining 9 hours were unallocated throughout 2018. In December, 2018 the temporary part-time Branch Coordinator contract, consisting of 24 hours per week, ended. The Branch Coordinator position deals with many staffing, facility, and operational issues.

Council approved in the 2019 Operating Budget the addition of the 9 unallocated Deputy CEO hours to the now-vacant Branch Coordinator position plus two additional hours to give the position full-time status. With these additional hours, the branch coordinator will also be able to assist the CEO with some tasks once performed by the Deputy CEO.

The 2019 Operating Budget includes salary and benefits figures for this position assuming a start date in September. The position will be posted in early November and it is expected to be filled before the end of the fiscal year.

An In Camera session to discuss personnel matters about identifiable individuals was requested by the CEO.

19-52 MOVED by Pat MacDonald, SECONDED by Mary Kent
THAT the meeting go in camera at 6:15 pm.
CARRIED.

19-53 MOVED by Linda Van Ede, SECONDED by Catherine Rozman
THAT the meeting come out of camera at 6:29 pm.
CARRIED.

9: Date and Place of Next Meeting (TBD)

The next meeting is scheduled for 5:00 pm, Tuesday, December 3rd at the Dunnville Branch, Garfield Disher Room.

10: Adjournment

19-54 **MOVED** by Rob Shirton, **SECONDED** by Malcolm Millar
THAT the meeting adjourn at 6:37 pm.
CARRIED.

Linda Van Ede, Chair

Date