



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, July 27, 2017
Caledonia Library – Meeting Room

Present:	Linda Van Ede, Chair	Pat MacDonald, Vice Chair
	Mary Kent	Lorraine Stevens
	Malcolm Millar	Jo Geary
	Paul Diette, CEO	

1. Call to Order

Linda Van Ede called the meeting to order at 4:25 pm.

2. Board Member Appointment

Jo Geary was welcomed as the Board's newest member.

3. Adoption of Agenda

17-31 MOVED by Pat MacDonald, SECONDED by Lorraine Stevens
THAT the Agenda be adopted as circulated.
CARRIED.

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

5. Approval of previous Minutes

17-32 MOVED by Lorraine Stevens, SECONDED by Pat MacDonald
THAT the Minutes of June 22, 2017 be adopted as circulated.
CARRIED.

6. In Camera

17-33 MOVED by Pat MacDonald, SECONDED by Mary Kent
THAT the meeting to in camera at 4:40 pm.
CARRIED.

17-34 MOVED by Lorraine Stevens, SECONDED by Mary Kent
THAT the meeting come out of camera at 4:58 pm.
CARRIED.

7. Staff and Board Reports

7.1 Cash Flow Statement, June, 2017

17-35 MOVED by Pat MacDonald, SECONDED by Mary Kent
THAT the Summary Cash Flow statement be accepted.
CARRIED.

7.2 Monthly Activity Report, June, 2017

This report was received as information.

7.3 Dunnville Branch Expansion and Renovation Project

Outstanding deficiencies were addressed, including the provision of a complete Operations and Materials Manual, the provision of professional facility photographs, the installation of interior collection signage, repairs to the automatic mechanism for the new entrance door, partial sidewalk replacement, and lighting repairs. A quote was received in the amount of \$9,950 for replacement of the Chestnut Street entrance doors and frame.

7.4 New Cayuga Branch Project

The Building Committee met with Thier+Curran Architects throughout June and reviewed several design proposals. An integrated courtyard and positioning of the genealogy room and primary museum exhibit space were discussed as was the positioning and functionality of the community meeting room. The importance of the new building as a prominent downtown building, serving as a catalyst for downtown revitalization was emphasized.

7.5 Jarvis Branch Renovations

Signage, wall paint colours, flooring and interior lighting selections were made with architect, G. Douglas Vallee Limited. The tender package was scheduled for posting in August.

7.6 Annual Institute on the Library as Place

Paul Diette was unable to attend the event in Barrie due to family illness.

8. Business Arising

8.1 *Bookmark Publication and Distribution*

An order of bookmarks listing branch hours of operation was received and distributed to the public in an effort to enhance awareness of library branch schedules.

9. New Business

9.1 *Ontario Improving Library Digital Services Fund*

The Ontario Ministry of Tourism, Culture and Sport announced a new funding stream to provide residents with better access to digital resources and technology-focused training. The Province will invest \$3 million through the Improving Library Digital Services fund and libraries will determine how their funding will be used, based on specific local needs. Further announcements are expected in late summer.

9.2 *Meeting Room Regulations – Selling on Premises*

Haldimand County's Building Department identified that commercial activities are not permitted at all but one of our locations – Dunnville – in accordance with zoning by-laws. The Dunnville branch is zoned general commercial, while all other branches are zoned either institutional or open space with special provisions.

17-36 MOVED by Pat MacDonald, SECONDED by Malcolm Millar

THAT the Board's Meeting Room Regulation on Selling on Premises be modified as follows:

- *Admission charges to, and sales in, the Caledonia, Jarvis, Hagersville and Cayuga meeting rooms are not permitted*
- *Admission charges to, and sales in, the Dunnville meeting rooms are permitted. Any meeting generating revenue, however, must be held at the fee charged for commercial (for profit) meetings. The applicant must have a sales tax licence and comply with all applicable County, provincial and federal laws.*
- *On each and every occasion, application for permission to sell must be made in writing to a member of the management team.*
- *The Haldimand County Public Library Board prohibits any person from conducting private/commercial business anywhere in the Library, with the exception of 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, solicitation of clients, advertising of services or products, or meetings of a confidential nature.*

It was also recommended that the Regulation be reviewed again in 2018 and be modified to reflect Cayuga Branch zoning changes following the move to the new facility. The property at 19 Talbot Road West is zoned General Commercial.

Procedural instructions will be presented to Library staff outlining these policies and clarifying “sales” activities permitted at all facilities as essential functions of Library operations, including book sales, book bag sales, program admission fees and the sale of books by local authors or on topics of local interest.

9.3 Art in Our Wallets Program

The Federation of Ontario Public Libraries (FOPL), in cooperation with Huntsville Public Library staff and in conjunction with Canada 150 celebrations, is compiling a book that celebrates library card art. Libraries across Ontario were invited to submit graphic samples of their membership cards along with the stories behind the cards and brief information about the library’s history and accomplishments, for inclusion in the book. Publication of the book is anticipated in October, to coincide with Ontario Public Library Week. Card images and historical information were submitted for HCPL.

9.4 Community Volunteer Income Tax Program Acknowledgement

HCPL received a certificate of appreciation from the Canada Revenue Agency, acknowledging our involvement in the Community Volunteer Income Tax program. The program provides free simple income tax returns, filed electronically, for individuals of modest income in our communities. HCPL piloted the program this spring at the Caledonia, Hagersville and Jarvis branches; 39 income tax returns were processed.

9.5 Dianelly Developments Ltd. Donation

A \$500 donation from Dianelly Developments Ltd. was received at the Dunnville Branch.

9.6 Trustee Meeting

Linda Van Ede provided the Board with updates from the Trustee Council meeting in Mississauga. Topics covered included LearnHQ’s board development training program, service charges and movie streaming subscriptions. The next regional meeting will be held Saturday, November 4th, 2017 from 10:00am to 1:00pm at the Lincoln Public Library (Beamsville).

10. Date and Place of Next Meeting

The next meeting is scheduled for Thursday, September 21, 5:00 pm at the HCCC – Remax Room.

11. Adjournment

17-37 MOVED by Mary Kent, SECONDED by Malcolm Millar
THAT the meeting adjourn at 5:40 pm.
CARRIED.

Linda Van Ede, Chair

Date