



**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, March 22, 2018  
Caledonia Library : Meeting Room

<b>Present:</b>	Linda Van Ede, Chair	Lorraine Stevens
	Mary Kent	<b>Regrets:</b> Pat MacDonald, Vice Chair
	Malcolm Millar	Jo Geary
	Paul Diette, CEO	Craig Grice, Councilor

### 1. Call to Order

Linda Van Ede called the meeting to order at 5:05 pm.

### 2. Adoption of Agenda

**18-05 MOVED** by Lorraine Stevens, **SECONDED** by Mary Kent  
**THAT** the Agenda be adopted as circulated.  
**CARRIED.**

### 3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

### 4. Approval of previous Minutes

**18-06 MOVED** by Linda Van Ede, **SECONDED** by Malcolm Millar  
**THAT** the Minutes of January 11, 2018 be adopted as circulated.  
**CARRIED.**

### 5. Staff and Board Reports

#### *5.1 Cash Flow Statements January and February, 2018*

**18-07 MOVED** by Lorraine Stevens, **SECONDED** by Mary Kent  
**THAT** the Summary Cash Flow statements be accepted.  
**CARRIED.**

## **5.2 Monthly Activity Reports, January and February, 2018**

The reports were received as information.

## **5.3 Dunnville Branch Expansion and Renovation Project**

The following deficiencies were addressed:

- HVAC system training was provided to the senior library technician;
- Loose baseboard trim was reattached on the second floor.

The following outstanding deficiencies were identified:

- Duomax has yet to provide a complete Operations and Materials manual;
- Ceiling damage caused by a roof leak on second floor has not been addressed. The leak in late 2017 was caused by missing sealant at the base of a roof-mounted HVAC unit;
- Further instances of loose baseboard on the second floor were identified by the public washroom and the new program room.

The Alder Street and Chestnut Street doors' lock cylinders have been replaced with cylinders compatible with the County's keying system.

## **5.4 New Cayuga Branch Project**

The Haldimand County Library & Heritage Centre Building Committee met on January 11<sup>th</sup> and January 24<sup>th</sup>. Topics discussed included Council's approval of a \$1,257,600 increase to the project budget as requested in Report CMS-GM-01-2018 and the provision of a floor plan, site plan and refined renderings by the architect for presentation to Council.

It was confirmed that modifications to the parkette adjacent to the new facility's property were not within the project's scope and that parkette landscaping and sidewalk modifications would form part of a future capital project. Property fencing issues were debated. The east fence has been removed and the south fence will be replaced with plantings.

A revised shelving layout plan was prepared by the architect and reviewed by the CEO. The proposed shelving configuration will accommodate the branch's existing collections and allow for approximately 20% growth. An additional unit was added in the staff room and the staff room counter was repositioned to allow for improved flow.

Flooring material options were presented by the Thier & Curran with the following decisions made:

- *rubber flooring in the program room*
- *vinyl flooring in the lobby, washrooms and corridors*
- *carpet tile in the remainder of the Library with accent carpet tiles in the children's area*
- *polished concrete in the museum's exhibit space*

The Site Plan Approval process was initiated in late January with tender release planned for early April. The project's expected completion date remains December, 2018 or January, 2019.

### **1.5 Jarvis Branch Renovations**

The Jarvis Branch was reopened on Monday, January 29<sup>th</sup> after an additional one-week delay. The delay was necessitated by the need to modify a door between the public washrooms and general library. Installation of an alternative locking system for the door was also required. A significant number of painting, lighting, millwork and housekeeping deficiencies also contributed to the second delay. Interior signage was installed on February 9<sup>th</sup> and workroom shelving and a processing table were assembled on February 28<sup>th</sup>. Twenty-four new meeting room chairs were ordered and received in February, in addition to a dolly for storing the chairs. Replacement tables for the meeting room will be purchased in late spring. Funds for the purchase of both the tables and chairs comprise a project budget separate from the renovation project.

The following deficiencies remain outstanding:

- Study room door replacement remains on order; the new door will have a small, rectangular window;
- Three floor-standing paper towel dispensers were ordered by the contractor in error and remain onsite;
- Display cabinet in the local history room has uneven glass doors and requires a lock mechanism;
- Accessible washroom requires change table installation;
- Signs on men's and women's washrooms need to be switched, due to location of sanitary napkin dispenser;
- Accessible door push buttons in the entrance foyer are incorrectly labeled. An arrow on the bottom push button is pointing to the wrong door.

## **6. Business Arising**

### **6.1 2018 Operating Budget**

The final 2018 operating budget presented to Council included an 8.53% net levy increase (\$131,500) over 2017 figures. While budget reductions were achieved in controllable supplies and materials and services accounts, a substantial increase in transfers to reserves recommended by the Finance Division resulted in the levy increase. Transfers, which are included in every annual operating budget and which are used to build reserve funds for future capital projects, increased \$85,000 from \$231,680 to \$316,680. Additionally, \$96,010 was included for long term debt charges, resulting chiefly from the library's recent requests for budget adjustments on both the Jarvis and Cayuga building projects.

The total levy was \$1,673,730. The budget was presented to Council at the March 7<sup>th</sup> Committee of the Whole and was passed without any questions asked.

## 7. Standing Items

### 7.1 Strategic Plan

No new business.

### 7.2 Policies Review: Ontario Bills 148 and 127: Human Resources Report

The County's Human Resources Division presented Report CS-HR-02-2018, **Legislative Changes Impacting Employment Standards and Employee Benefits** (Bill 148 and Bill 127) to Council's Committee of the Whole on March 7th.

- Bill 148: Fair Workplaces, Better Jobs Act, 2017
- Bill 127: Stronger, Healthier Ontario Act (Budget Measures), 2017

To comply with the new legislation, the following changes and/or additions to Library personnel policies were recommended and approved:

#### 18-08 **MOVED** by Malcolm Millar, **SECONDED** by Mary Kent

**THAT** the Board continue using two Library Page wage classifications and adopt the new Provincial minimum wage rates for both classifications:

<u>Library Page 1</u>	<i>Student 14 years of age to 17 years of age and enrolled in school on a full-time basis</i>	Provincial Student Minimum Wage: <b>\$13.15/hour</b> As of January 1, 2018	Provincial Student Minimum Wage: <b>\$14.10/hour</b> As of January 1, 2019
<u>Library Page 2</u>	<i>Student 18 years of age or older and enrolled in school on a full-time basis</i>	Provincial Minimum Wage: <b>\$14.00/hour</b> As of January 1, 2018	Provincial Minimum Wage: <b>\$15.00/hour</b> As of January 1, 2019

**CARRIED.**

#### 18-09 **MOVED** by Linda Van Ede, **SECONDED** by Malcom Millar

**THAT** Section 2 of Policy HR-04 be re-written to reflect Bill 148 changes to minimum vacation entitlement and that the revised section be adopted after review by County Human Resources staff to ensure accuracy and compliance:

Years of Employment	Vacation Entitlement	Vacation Pay
0 - 4	Two Weeks	4%
5 or more	Three Weeks	6%

**CARRIED**

**18-10 MOVED** by Mary Kent, **SECONDED** by Malcom Millar

**THAT** Policy HR-05 (Compensation) be addended to include the following statement:

11. *Minimum Hours of Work*

An employee who regularly works more than 3 hours per day is entitled to a minimum payment of 3 hours at regular rate of earnings in instances where they are not required to work (e.g. shift cancellation). The minimum payment is not required if work is not available due to fire, lightning, power failure, or storms.

**CARRIED.**

**18-11 MOVED** by Lorraine Stevens, **SECONDED** by Linda Van Ede

**THAT** Policy HR-05 (Compensation) be addended to include the following statement:

12. *Notice for Scheduling and/or Cancelling Shifts*

The employer shall provide the employee with a minimum of 48 hours' notice of a shift cancellation or the employee will be entitled to three hours of pay at regular rate of earnings. Exceptions to this requirement, such as emergencies and inclement weather, will be made according to Ministry of Labour provisions.

**CARRIED**

**18-12 MOVED** by Malcolm Millar, **SECONDED** by Mary Kent

**THAT** Policy HR-05 (Compensation) be reworded to address the repeal in Bill 148 of an employee's requirement to first inform an employer of a complaint, as follows:

Ontario Bill 148 allows employees to file complaints with the Ministry of Labour under provisions of the Employment Standards Act without prior notification to the employer. In order that complaints can be addressed promptly and fairly, however, the following procedure is recommended: [*continuation of existing policy wording*]

**CARRIED**

### **7.3 Reporting Requirements**

The application for 2018 Canada Summer Job grants was submitted in January.

## **8. New Business**

### **8.1 Library Partnership with Haldimand & Norfolk Housing Services Department**

The Library CEO was approached by Louise Lovell, Social Housing Resource Coordinator for Haldimand and Norfolk Health & Social Services to allow surveys to be conducted at the Dunnville Branch in an effort to identify homeless persons. The Housing Services Department has been legislated by the Province to conduct a homelessness enumeration for our region during the week of May 7<sup>th</sup> to 11<sup>th</sup>. The Housing Services Department will be making a presentation about this initiative to Haldimand County Council at the March 27<sup>th</sup> Council-In-Committee meeting and will follow-up with an information session in early June to share survey results with partners, Council and the general public.

Library branches were identified as locations where persons falling into any of the three categories of homelessness above may be found. Providing warm and welcoming facilities where visitors can stay extended periods of time, libraries are often frequented by the homeless in urban and rural communities alike. The survey will be conducted at locations throughout Dunnville and a library meeting room has been offered, without charge, as space for surveyor coordination.

The CEO will review survey questions and procedures prior to the survey being conducted. Survey staff, recruited by the Housing Services Department, have been asked to wear identifying badges, clarify the intent of the survey to potential respondents and set up a display table with pamphlets to better inform patrons about the project. Issues of patron privacy and ensuring patron comfort levels were discussed.

### **8.2 Social Media 101 Workshops**

The Library has partnered with Haldimand County Coordinator of Strategic Initiatives, Kyra Hayes, to host free Social Media workshops throughout April and May. Outreach Coordinator Lindsay Stephens assisted in the preparation of the workshops, which will outline the basics of Facebook and Twitter and educate participants on how to stay connected with what's happening locally. Social media is also a critical component of the County's community engagement and communication initiatives. Workshop participants will learn how to stay up-to-date with planned public meetings, Council agendas, service disruptions, project updates and other relevant news.

### **8.3 Recognizing Public Mental Health and Addiction Issues**

Staff at Haldimand-Norfolk Health and Social Services were contacted and asked to provide information on drug abuse awareness, referrals, and best practices should drug-related activities and crimes occur at library branches. Jill Shea was provided with information cards for distribution to library staff. The cards list local contacts for assistance with addiction, legal, counselling, and mental health issues. We were also provided with a binder of resources used by Social Services staff, detailing resources available in the broader geographical area. Jill has reviewed this binder and has made copies of the appropriate content for each library branch. Social Services staff also recommended that Library staff attend an upcoming presentation in Hagersville on aboriginal issues, the legacy of residential schools, intergenerational trauma and cultural conflicts. ***Understanding Haudenosaunee Philosophies and Guiding Principles*** will be held at the Royal Canadian Legion Branch 164 (5 Alma Street North, Hagersville) on Wednesday, April 25<sup>th</sup>. One staff member from each of our Caledonia and Hagersville branches will attend. Both branches have a large number of members who reside on either the New Credit or Six Nations Reserves and some of the issues to be discussed are connected to mental health, addiction, and civil unrest.

#### **8.4 Narcan Administration at Libraries**

Narcan is a brand name for naloxone, a medication used to block the effects of opioids, especially in overdose situations. Due to the rising number of drug deaths across the country, Health Canada proposed a change to make naloxone more widely available to Canadians in support of efforts to address the growing number of opioid overdoses.

The CEO discussed issues related to potential distribution of Narcan at library branches with the County's Risk Management Coordinator and Manager of Emergency Services. The latter explained that the only County employees currently administering Narcan are paramedics. There are strict protocols which must be followed prior to administration and meeting those protocols requires a significant level of training. Because of the training required, firefighters are not administering Narcan and the Manager recommends that other County staff also not undertake this task. He also pointed out that when the drug is given, the patient's reaction can sometimes prove violent and unpredictable. The County's Risk Manager also recommended that if Narcan is distributed at any County facility, it should be done as a corporate-wide initiative and only after the careful development of related policies, practices, and training. Several years ago, the distribution of AED defibrillators at Haldimand County facilities (arenas, libraries, etc.) was undertaken in this manner. In light of the complexities and risks associated with Narcan distribution, the CEO recommended that any requests to involve library branches in this initiative be referred to Jason Gallagher, Manager of Emergency Services/Fire chief and/or Haldimand County's Senior Management Team.

#### **8.5 Posting of Library Board 2018 Meeting Schedule**

The CEO received a request from Tracey Cassidy, Corporate Services Administrative Assistant, to finalize for web posting the Board's 2018 meeting schedule.

#### **8.6 Trustee Council Meeting**

Lorraine Stevens confirmed her planned attendance at the upcoming Trustee Council in Niagara-on-the-Lake on Saturday, April 14<sup>th</sup>. This meeting was subsequently cancelled by SOLS staff on Friday, April 13<sup>th</sup> due to ice storm and freezing rain forecasts.

#### **Agenda Item 9: Date and Place of Next Meeting (TBD)**

The next meeting is scheduled for 5:00pm, Thursday, April 19<sup>th</sup> at the Jarvis Library – Meeting Room.

#### **Agenda Item 10: Adjournment**

**18-13** **MOVED** by Lorraine Stevens, **SECONDED** by Mary Kent  
THAT the meeting adjourn at 6:40 pm.  
**CARRIED.**

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Linda Van Ede, Chair

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Date