



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, November 23, 2017
Dunnville Library : Disher Room

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

1. Call to Order

Linda Van Ede called the meeting to order at 4:30 pm.

2. Adoption of Agenda

17-51 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

17-52 MOVED by Jo Geary, SECONDED by Malcolm Millar
THAT the Minutes of October 19, 2017 be adopted as circulated.
CARRIED.

5. In Camera

17-53 MOVED by Pat MacDonald, SECONDED by Mary Kent
THAT the meeting go in camera at 4:50 pm.
CARRIED.

17-54 MOVED by Lorraine Stevens, SECONDED by Malcolm Millar

THAT the meeting come out of camera at 4:58 pm.
CARRIED.

6. Staff and Board Reports

6.1 Cash Flow Statement, October, 2017

17-55 MOVED by Pat MacDonald, SECONDED by Malcolm Millar
THAT the Summary Cash Flow statement be accepted.
CARRIED.

6.2 Monthly Activity Report, October, 2017

The report was received as information.

6.3 Dunnville Branch Expansion and Renovation Project

The following deficiency was addressed:

- Change order credit for not installing original exterior lighting equipment has been processed. Removal of unused lighting equipment from second floor storage room is being pursued.

The following outstanding deficiencies were identified:

- Duomax has yet to provide a complete Operations and Materials manual
- architect has yet to provide professional facility photographs
- HVAC system training
- new lighting issue above young adult booth
- new baseboard trim issues on second floor

Peninsula Glass Inc. has installed a replacement door and frame at the Chestnut Street entrance. Final trim work is scheduled for early November. Equipment has been ordered to replace the doors' lock cylinders with cylinders compatible with the County's keying system.

6.4 New Cayuga Branch Project

The Building Committee met with Thier+Curran Architects on October 5th and October 19th. A preliminary construction cost estimate was presented at the October 19th meeting. Cost reduction measures were debated, including numerous design modifications: lower ceiling heights; smaller lobby and meeting room dimensions; alternative exterior finishes, and modifications to parking configurations. Proposed design changes to the multi-purpose room eliminate a self-contained entrance and would therefore preclude after-hour rentals of the space.

6.5 Jarvis Branch Renovations

On October 24th, the Project Committee (Dean Stewart, Project Manager; Roberta Chapman, Branch Coordinator, and Paul Diette, CEO) met with Vallee architect Melissa Stickl and Matthew Pedros from Elgin Contracting & Restoration Ltd. (St. Thomas) to discuss the construction schedule. The branch will close Friday, November 17th, 2017 and reopen the week of January 15th, 2018. Library staff will box materials on November 17th and 18th and various office and administration supplies will be organized throughout early November.

County IT staff were subsequently informed of the proposed schedule and drew attention to the importance of maintaining power at the site. Fire and Health Department communications between Haldimand and Norfolk Counties are transmitted through a router located at the Jarvis Branch and this router needs to remain active. Arrangements will be made with Elgin to ensure its ongoing operation.

Following the Committee meeting, library staff also met to discuss related operational matters, including the continued monitoring of the exterior book return, interlibrary loans, materials processing and the relocation of branch staff during the construction period. The closure will be announced on the Library's website and telephone messaging system. Many of the operational processes followed during the Dunnville branch closure earlier this year will be repeated.

7. Business Arising

7.1 LOMSET Meeting

Paul Diette attended the LOMSET meeting on October 27th at the London Public Library, Central Branch. The meeting included a tour of the branch, an overview of London Public Library's Mental Health Project, a summary of ARUPLO guidelines, and a roundtable discussion with updates from represented libraries: London, Oxford, Middlesex, Stratford, St. Thomas, St. Mary's, Elgin County, Brantford and Haldimand County. Stemming from the meeting's Mental Health initiative presentation, conversations were had regarding the growing number of drug-related crimes taking place at public libraries and issues confronted when substance abusers patronize library branches.

7.2 Grants: Connectivity Funding

\$3,726 in Connectivity grant funding was received from the Province (SOLS). This funding will be channeled through the County's Information Systems Division's operating budget to offset library Internet expenses.

7.3 Programming

Updates were provided on the Library's One Book, One Haldimand reading event and the Dunnville branch's participation in River Arts Festival events.

An iPad Fun for Seniors program proposal is being reviewed, following submission from resident Cheryl Taylor. Sessions will include an introduction to tablets, Internet safety tips, Facebook and email overviews, and online recreational activities.

Library staff met with Cayuga Museum curator, Karen Richardson, to discuss programming at the new Cayuga Library and Museum facility in 2019 and to coordinate museum exhibits at the various library branches in 2018. Exhibits will not be planned the Selkirk branch so as not to conflict with programs Wilson MacDonald Memorial School Museum. Caledonia branch events will also be limited as most will be hosted at Edinburgh Square. Karen will be compiling a special exhibit of Jarvis memorabilia to be showcased in the branch's new history room following completion of the renovations project. A schedule of 2019 Museum programs and events was presented.

Home service delivery was launched for the first time from the Caledonia Branch in October. Participants from RVILLA (formerly Rivera Retirement Lodge) were registered to receive materials and branch staff were trained on material selection and processing procedures. A volunteer has been recruited and trained on delivery practices as well as relevant safety and insurance matters.

8. New Business

8.1 Haldimand County Records Retention Policies and Procedures

On October 31st, Paul Diette met with Haldimand County Records Analyst, Kristin Blakely, to review the County's *Records and Information Management Policy* and relevant requirements under *The Ontario Municipal Records Management System (TOMRMS)*. File naming conventions, the distinction between "official" and "operational" documents, and best practices for file organization were discussed. The types of records to be retained and the retention process, including forms required to have documents archived, were also reviewed. In November, Kristin will provide similar training to Jarvis branch staff so that they may assist, during the Jarvis branch renovations closure, with a project to sort, retain or dispose of several boxes of documents, currently stored in the CEO's office, from the former Town of Haldimand and Town of Dunnville library systems.

9. Standing Items

9.1 Strategic Plan

No new business.

9.2 Policies Review

Policy Number **FAC-2, Meeting Rooms** currently states that “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” and that “20% of any sales [made in the meeting room] will be paid to the Library Board”. In July, 2017, the Board passed a motion to revise the policy in order to reflect local zoning bylaws.

The policy currently addresses sales in the meeting rooms but not in other areas of the library, such as the lobby. Additionally, a history of sales without a 20% commission paid to the Board exists: books by local authors have in the past been sold at branches without a fee, in an effort to foster and promote the local literary economy. These precedents make it challenging to apply the policy consistently and fairly. Lastly, the policy makes no distinction between those artists, authors or vendors who **rent** a meeting room and sell materials and those artists, authors or vendors who **are invited** by the Library to exhibit during an event and happen to sell a work during that event.

17-56 MOVED by Pat MacDonald, SECONDED by Lorraine Stevens

THAT General Facility Use Policy, FAC-1 be modified as follows:

Sales in any space within or on any part of the property of the Caledonia, Jarvis, Hagersville, Selkirk and Cayuga library branches are not permitted; sales in any space within or on any part of the property of the Dunnville library branch are permitted, provided use of that space has been granted by the Library Board and/or Library management. There will be no flat rate fee, but 20% of any sale(s) will be paid to the Library Board. The 20% fee paid to the Library Board on any sales will be waived if the material, work or service sold is exhibited upon express invitation from the Library Board or Library management and is exhibited in conjunction with an event or program that is consistent with the Library’s missions and goals.

CARRIED.

9.3 Reporting Requirements

No new business.

10. Date and Place of Next Meeting

The next meeting is scheduled for 4:30 pm, Thursday, December 07th at the Dunnville Library - Disher Room.

11. Adjournment

17-57 MOVED by Malcolm Millar, SECONDED by Jo Geary

THAT the meeting adjourn at 5:40 pm.

CARRIED.

Linda Van Ede, Chair

Date