



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, September 21, 2017
HCCC – Remax Room

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

1. Call to Order

Linda Van Ede called the meeting to order at 5:00 pm.

2. Adoption of Agenda

17-38 MOVED by Mary Kent, SECONDED by Pat MacDonald
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

17-39 MOVED by Lorraine Stevens, SECONDED by Jo Geary
THAT the Minutes of July 27, 2017 be adopted as circulated.
CARRIED.

5. In Camera

17-40 MOVED by Lorraine Stevens, SECONDED by Pat MacDonald
THAT the meeting go in camera at 5:20 pm.
CARRIED.

17-41 MOVED by Lorraine Stevens, SECONDED by Mary Kent
THAT the meeting come out of camera at 5:28 pm.

CARRIED.

6. Staff and Board Reports

6.1 Cash Flow Statements, July and August, 2017

17-42 MOVED by Pat MacDonald, SECONDED by Mary Kent THAT the Summary Cash Flow statements be accepted. CARRIED.

6.2 Monthly Activity Reports, July and August, 2017

These reports were received as information.

6.3 Dunnville Branch Expansion and Renovation Project

The following deficiencies were addressed:

- interior signage was received and installed
- front portion of the Chestnut Street entrance sidewalk was repoured/replaced
- automatic mechanism for the new entrance door was repaired
- service counter light ballast was repaired, under warranty
- first floor public washroom fan was repaired, under warranty

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
- staff work area ceiling lights have failed multiple times
- Lalor Room (first floor) lights not operating

Arrangements will be made for replacement of the Chestnut Street entrance doors and frame in late September. The work is to be performed by Peninsula Glass Inc. (Welland) and will include the installation of new aluminum doors, new crash bars, and the remounting of existing handicap operators to new doorframes.

6.4 New Cayuga Branch Project

The Building Committee met with Thier+Curran Architects throughout July and August and reviewed several design proposals. In order to achieve the desired adjacencies of the multi-purpose room with both museum and library activities, it was agreed to position it in the northeast corner of the building. It was also agreed that the Library's comfortable seating spaces would face the park and gardens and that a delivery door into the library staff work and office area was required. As well, features such as drop down gates, metal sliders and movable glass doors to partition library and museum spaces if one or the other should be closed to the public were considered. The architect confirmed that once a general floorplan was agreed upon, the next step in the design development of the project will be exterior features, building materials, and park layout. Selection of a name for the new facility was also discussed.

6.5 Jarvis Branch Renovations

The project tender posting closed on August 29th and the unofficial bids results list was compiled by the County. Seven contractors submitted bids and all bids were over the project's \$250,000 budget. The lowest bid, from Elgin Contracting & Restoration Ltd. (St. Thomas) was \$319,790. Negotiations were undertaken between the County Project Manager, consulting architect and Elgin Contracting & Restoration to determine if project modifications (credits) could lower the tendered price without changing the scope of the project. It was determined that costs could not be reduced sufficiently and still achieve project objectives as outlined in the Canada 150 grant application submission and that a report to Haldimand County Council requesting additional funding was required. The report will be submitted for consideration at the October 3rd, 2017 Council in Committee Meeting.

7. Business Arising

7.1 Ontario Improving Library Digital Services Fund

The Haldimand County Public Library is eligible to receive up to \$12,177 from the Province's new 2017-18 Improving Library Digital Services (ILDS) grant. The purpose of the ILDS Fund is to provide residents with better access to digital resources and technology-focused training. Expenditures must be made between April 1st, 2017 and March 31st, 2018. The Library CEO and management staff will prepare a plan in October to allocate grant funds

8. New Business

8.1 Haldimand Parks and Recreation Master Plan

The County has contracted Stempski Kelly and Associates to develop a new Parks and Recreation Master Plan. The Plan will consider leisure services delivery across the County, including recreational, sport and cultural programming and the facilities and spaces needed to deliver those services. As part of the Plan's initial research phase (Phase 1), the Library CEO was interviewed by Stempski Kelly and Associates consultant Aileen Murray and provided information and the Library's perspective on demographic trends affecting library services and programs, the quality and capacity of existing library facilities, current needs and demands, and service delivery issues. The interview also focussed on future planning, including recreational services priorities and the value of the County's cultural assets.

8.2 Website Redesign Working Group

The County's 2017 Information Services Division capital budget includes a website redesign project and a corporate working group was established, representing a variety of divisions and functions, to implement the project. Led by software analyst Craig Twofoot, this group, which includes the Library CEO, has commenced meetings to discuss various website theme and design options. Under consideration are a layout and page organization which facilitates access to

information and simplifies searching, social media integration, accessibility features, scalability and formatting on a variety of mobile devices such as smartphones and tablets, and the efficiency of content additions and updates by staff. The project's schedule includes the launch of a new website theme and layout by December, 2017. Surveys were developed to solicit input from both County staff and members of the public on desired website features.

8.3 Community Hubs

In August, the Library was approached by David Pressey, Manager of Solid Waste Operations regarding the distribution of blue boxes and composters following the closure of satellite offices in Dunnville, Hagersville and Caledonia in late 2019. It was proposed that boxes and composters be available for purchase / pickup at library branches once the Library's community hub initiative is implemented. Storage space concerns as well as payment and cash handling issues were discussed briefly and the proposal will be further considered as part of the overall project planning process.

8.4 Grants: ServiceOntario, Connectivity Funding

HCPL will receive a \$2,550 grant for the 2017-2018 ServiceOntario at Libraries program and approximately \$3,600 through the Ontario Internet Connectivity fund. The latter grant will be channeled through the County's Information Systems Division's operating budget to offset library Internet expenses.

8.5 LOMSET Meeting

CEO Paul Diette will attend the LOMSET meeting on October 27th in London, Ontario.

8.6 Programming: Community Legal Clinics and Personal Budgeting Workshops

Community Outreach Coordinator Lindsay Stephens has partnered with the Community Legal Clinic to host free legal information workshops this November. She has also established a partnership with the Credit Counseling Society, which will present a free personal budgeting workshop at the Cayuga Arena on October 16th. Certificates of insurance will be obtained annually from both organizations prior to event hosting.

8.7 Ontario Genealogical Society (OGS) Collection

The Dunnville library branch will house a deposit collection from the Ontario Genealogical Society. This collection, currently stored at the Cayuga Museum, will be controlled by Dunnville District Heritage Association volunteers according to a formal agreement between the DDHA and OGS and will meet the following criteria:

- *the collection will be accommodated on a temporary basis only, providing enough time for DDHA volunteers to review the collection's content and digitize (where it is legal to do so) Dunnville-specific content;*
- *the collection contains content pertinent to Dunnville's history and includes materials previously unavailable to DDHA researchers. This includes a limited amount of material not duplicated at the Cayuga Museum;*
- *the relocation of the material affords improved accessibility to Dunnville residents who previously may not have had the opportunity to utilize the resources in Cayuga;*
- *the collection can be physically accommodated in the Dunnville branch heritage room already allocated to DDHA materials and research activities. No additional space or shelving will be designated or purchased for this purpose.*

The Library has also requested that the OGS provide it with third party insurance documentation for the collection deposit on its premises and that Library management is given the opportunity to review and edit, if necessary, any press releases regarding the relocation.

8.8 Caledonia Branch Outdoor Table

A concrete pad with metal picnic table will be located at the southwest corner of the library property. The table will include an umbrella and accessible seating and is intended for members of the public and HCCC staff.

8.9 Haldimand County Monthly eNewsletter

A new enewsletter will launch in September and will include information and notices to the public from all County divisions. Residents will register to receive the enewsletter using MailChimp, providing express consent to receive content electronically, as required under the Canadian government's anti-spam legislation (CASL). The CEO and Outreach Coordinator will work together to deliver library content for the new enewsletter.

8.10 Concession Road Brewing Company Ltd.

A letter was received on September 15th at the Jarvis branch from Concession Road Brewing Company Ltd., proposing the operation of a retail outlet at 17 Talbot Street East, Unit 4, Jarvis. Library management staff and the Library Board have no objections to this proposal.

8.11 Second Caledonia Entrance

Presently, many library patrons are unsatisfied with the number of convenient parking spaces at the Caledonia branch, particularly when events such as hockey tournaments are held at the arena. During such events, the lot between the library and Haddington is filled and many would-be library users avoid visiting altogether. A second entrance where the reading garden door

now exists would mean dozens of parking spaces at the building's rear (west side) would become more convenient options. The west-most, existing accessible parking spaces would also be closer to the new entrance than they are to the library's existing entrance, making them more convenient, too.

As Caledonia's population grows over the next decade, increased demands on the library's resources and facility are anticipated. A new entrance which encourages utilization of existing parking options will help to meet some of these facility demands.

Additionally, the branch's west door opens on to a fenced patio with no seating. When the facility opened over a decade ago, the patio was to form part of a reading garden. Plant stands and seats with an umbrella were placed on the patio but since a full garden never materialized, the patio was never used by the public. A second entrance and redesigned patio will help ensure that this area becomes a functioning and used part of the library.

The Library CEO will seek quotations on a project to convert the existing reading garden door to a fully functional entrance.

8.12 Library Board Trustee Council

Lorraine Stevens informed the Board that the next Trustee Council will be held at the Lincoln Public Library (Beamsville) on November 4th, from 10:00am to 2:00pm. Lorraine stated that she will be unable to attend the meeting this year and suggested that another member may wish to register instead. Linda Van Ede stated that she will consider attending.

9. Standing Items

9.1 Strategic Plan

No new business.

9.2 Policies Review

Internet Services Policy

The Board's existing Internet Services Policy addresses Internet filters and distinguishes between computers with filters that allow for "open access" and computers with "family friendly" filtering. When the policy was updated in 2015, filtering levels were performed on specific computers and patrons were required to book a particular workstation to experience the desired or appropriate level of filtering. In late 2016, however, the IS Division installed CASSIE, a new booking software system which enabled filtering levels to be determined by the age category (adult versus juvenile) of the user rather than by the workstation booked. Real-time SIP connections between CASSIE and the library's automation system, Symphony, allow for this type of authentication.

It was recommended that *Section 2 of the Internet Services Policy* be changed as follows:

When reserving a public access computer or accessing the library's wireless system, patrons with adult cards are provided "open access" filter connections.

HCPL's "open access" connections are filtered for:

- the restrictions on communications as specified in the *Canada Criminal Code*, namely: child pornography, obscene material, hate propaganda and sedition (as HCPL's filtering system does not differentiate between child pornography and pornography, the category of "pornography" has been eliminated for both open access and family-friendly.)
- hacking/proxy avoidance systems sites

When reserving a public access computer or accessing the library's wireless system, patrons with juvenile cards are provided "family-friendly" filter connections.

HCPL's "family-friendly" connections offer a higher level of filtering protection, mitigating against the unintentional exposure of customers to potentially offensive or age-inappropriate images. HCPL reminds parents and guardians that it is their responsibility to ensure that children use the library's Internet stations and connections safely and appropriately.

17-43 MOVED by Mary Kent, SECONDED by Lorraine Stevens
THAT the *Internet Services Policy* be modified as recommended.
CARRIED.

9.3 Reporting Requirements

No new business.

10. Date and Place of Next Meeting

The next meeting is scheduled for Thursday, October 19, 5:00 pm at the Caledonia Library meeting room.

11. Adjournment

17-44 MOVED by Malcolm Millar, SECONDED by Jo Geary
THAT the meeting adjourn at 6:20 pm.
CARRIED.

Linda Van Ede, Chair

Date