



**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  
Tuesday, July 23, 2019  
Selkirk Library : First Floor Program Room

<b>Present:</b>	Linda Van Ede, Chair	Malcolm Millar
	Pat MacDonald, Vice Chair	Catherine Rozman
	Rob Shirton, Councillor	Mary Kent
	Paul Diette, CEO	<i>Regrets: Jo Geary</i>

### 1. Call to Order

Linda Van Ede called the meeting to order at 10:55 am.

### 2. Adoption of Agenda

**19-29** **MOVED** by Pat MacDonald, **SECONDED** by Catherine Rozman  
**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

**19-30** **MOVED** by Mary Kent, **SECONDED** by Rob Shirton  
**THAT** the Minutes of June 27, 2019 be adopted.  
**CARRIED.**

### 5. Staff and Board Reports

#### *5.1 Cash Flow Statement, June 2019*

**19-31** **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

## **5.2 Monthly Activity Report, June 2019**

The report was received as information.

## **5.3 New Cayuga Branch Project**

The Haldimand County Library & Heritage Centre Building Committee met on-site with contractors Reid & Deleye on June 12<sup>th</sup> and June 26<sup>th</sup> to review construction matters. Items discussed included:

- Completion of masonry work with electrical boxes configured in brick coursing; bricks above Talbot Street entrance require additional corrections, repositioning, and cleaning;
- Delivery of remaining millwork items: library reading nook and museum display unit drawers were incorrectly constructed; glass for completed items to arrive mid-July; lobby book display unit requires additional surface installation;
- Roofing strike continued throughout June but came to an end in early July, allowing completion of roof sheets, gutters and downspouts;
- Roof scupper drain hole size requires enlargement;
- Repairs required to parking lot curb damaged by asphalt crew;
- Asphalt blemishes to be addressed by subcontractor;
- Hydro connection completed in late June;
- Millstones to be delivered from old museum site by County staff instead of contractor and placed on lawn by parking lot entrance;
- Missing shelving pieces (end panels and correctly-sized shelves) to be addressed by AllCities (supplier). Completion of shelving installation expected mid-July;
- Fire extinguisher installations;
- Height adjustments required on several interior light fixtures;
- Exterior lights
- Landscaping / planting;

The current library branch will close to the public on Sunday, July 21<sup>st</sup>. Materials and supplies will be boxed by library staff on Monday, July 22<sup>nd</sup> and Tuesday, July 23<sup>rd</sup>. Boxes will then be moved by FAPO staff to the new site on Wednesday, July 24<sup>th</sup>. Beginning that day, and for the remainder of the week, staff will unpack and stock shelves.

Children's collections and various furnishings required for programming purposes (craft tables, chairs) will remain at the current facility until Saturday, August 3<sup>rd</sup> in order to facilitate an uninterrupted summer programming schedule. Library staff (the CEO and cataloguer) will transport any items left behind immediately prior to the new site's soft opening date, which is tentatively scheduled for **Tuesday, August 6<sup>th</sup>**.

All network and wireless resources are now live at the new site. Computer and telecommunications equipment will be transferred to the new library in late July by Haldimand County Information Systems staff. A single staff computer will remain at the existing branch in order that transactions can be performed during and after summer programming events.

During the two-week closure period, Cayuga branch staff will be offered shifts to deliver summer programming and assist with packing and unpacking tasks. They have also been offered additional vacation days in lieu of normal shifts.

In late June, the library CEO was contacted by the owner of the property immediately south of the new library site. The owner was concerned that the cedars recently planted along the property line provided inadequate privacy and informed the CEO that, some time ago, she had been promised a fence by the former ward councillor. The CEO later raised the neighbour's concerns at a July site meeting and insisted that the row of cedars be extended further along the property line to block visibility between the parking lot entrance and the homeowner's backyard and verandah. Plans originally called for shorter berry shrubs to complete this portion of the property line border; the project manager will investigate the cost of replacing the shrubs with additional cedars.

Project Manager Ashley Schaeffer will be arranging for pre-opening tours in late July. Councillors, Board Members and other community stakeholders will be provided a tour through the new facility; Ashley will contact individuals once a final date has been determined.

#### ***5.4 New Hagersville Branch***

No new business.

## **6 Business Arising**

### ***6.1 Regional CEO Meeting: Interlibrary Exchanges***

In late June, the CEO met again with representatives from the Norfolk County, Hamilton, Brant County, Brantford and Oxford County Public Libraries to finalize details of a regional courier service. Both interlibrary loan and reciprocal items will be delivered once weekly between all systems in attendance, utilizing Norfolk's existing van delivery company.

### ***6.2 Memorandum of Understanding: Haldimand County Community Hubs***

Cathy Case, Haldimand County General Manager of Corporate & Social Services, will arrange for the Board-approved Memorandum of Understanding, Haldimand County Community Hubs, to be presented at an upcoming Council meeting for review and approval. Upon final approval, signatures to the document will be required.

## 7. Standing Items

### 7.1 Strategic Plan

No new business.

### 7.2 Policies Review: Collection Development (OP-04)

Operations Policy No.4, *Collection Development* was reproduced in the Board package along with a copy of the *Request for Re-consideration of Library Materials* form, which appends this policy.

Due to low circulation, the Dutch collection was removed from the Jarvis Branch prior to 2018 renovations and was significantly reduced in size at the Dunnville Branch in 2017. The local population of native Dutch speakers appears to have declined significantly in the past decade. All branches currently have small French collections which consist mainly of juvenile titles used by students studying French at school. Small Spanish collections are also maintained at the Dunnville and Caledonia Branches and these are also used primarily by children. In both cases, the majority of circulation is to language learners rather than to native speakers. Mindful of demographic changes in Caledonia, library staff are exploring the future need for print and digital titles in Hindi and other Asian languages.

The CEO recommended that the text in Section 4: Language of Operations Policy No.4, "*In response to recognized local needs, small permanent collections of books in the Dutch language will be maintained at the Dunnville and Jarvis branches*" be changed to "**The Library will develop and maintain collections in various languages in response to recognized local needs. Materials will be purchased in languages spoken by significant numbers of residents, studied in local schools, and in which a significant number of residents have expressed interest.**"

**19-32** **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald

**THAT** *Policy OP-04, Collection Development, Section 4: Language* be revised as recommended. **CARRIED.**

The current policy contains duplicate Sections 4. The CEO will renumber Policy sections in order to remove the duplication.

In 2016, the Library's online catalogue software changed and with this change the feature used by the public to submit purchase suggestions through the catalogue portal was no longer available. Since that time, staff have been accepting purchase suggestions via email, through social media, and in person. While the number of purchase suggestions received is significant (approximately 10 per week), it is still considered manageable within existing budgets and filled requests typically result in **very** positive customer service transactions. *Section 4 (Second):*

*Recommendations for Purchase of Materials* currently reads “the public can submit purchase requests by using Symphony’s “Suggest Purchases” feature available through the online catalogue. Alternatively, staff can submit purchase requests on behalf of patrons through Symphony’s “Request” module. The CEO recommended that this text be changed to read “**The public can submit purchase requests to Library staff and staff can submit purchase requests on behalf of patrons. Requests will be reviewed by staff responsible for materials selection. Requests can be made in person, by telephone, or electronically. Requests will be filled if it is deemed that the purchases will be of interest or value to other users as well and that the purchases do not compromise other collection budget goals.**”

- 19-33** **MOVED** by Rob Shirton, **SECONDED** by Malcolm Millar  
**THAT** *Policy OP-04, Collection Development, Section 4 (2): Recommendations for Purchase of Materials* be revised as recommended.  
**CARRIED.**

### **7.3 Reporting Requirements**

The Library’s 2018 Charitable Registration Return was submitted to Revenue Canada in June.

## **8. New Business**

### **8.1 SirsiDynix Digital Academy**

SirsiDynix, the Library’s automation software vendor, recently launched a new product known as Digital Academy and the software consortium to which HCPL belongs, OLC (Ontario Library Consortium), opted to include access to Digital Academy resources from member catalogues. Product highlights and search techniques include:

- SirsiDynix staff worked with over a thousand online content providers to curate digital content and make resources easily accessible from within library catalogues;
- Content providers include PBS, NASA, Khan Academy, Harvard University, etc. The resources made available by these providers are free to any Internet user; Digital Academy simply congregates and classifies the resources and makes them more readily accessible through a catalogue search;
- SirsiDynix takes online websites and using metadata creates MARC, or bibliographic, records to represent these sites within our catalogue;
- When selecting content partners and assessing websites, SirsiDynix uses research analytics to zero in on popular topics and uses data from library programming and frequently-searched catalogue terms to determine sites of value;
- Current online resources include ebooks, videos, games, self-paced courses, illustrations, lectures and lesson plans;

- Popular topics include K-12 education resources, literacy, numeracy, STEM, coding, tutoring, quality of life sites, job search and career development resources, and sites which encourage mental acuity and social connections, personal hobbies and creativity;
- SirsiDynix staff must periodically review Digital Academy records – content and links may change and occasionally Digital Academy bibliographic records will be inaccurate or inaccessible. If a resource link becomes unavailable, it will usually be due to new access parameters set by the providers;
- Digital Academy resources must be searched using the online public catalogue (OPAC). They are not searchable on Symphony Workflows (staff stations);
- The OPAC (online public access catalogue) is now configured to automatically search the catalogue and Digital Academy simultaneously. If users prefer NOT to search Digital Academy links, they need only use the left-most drop-down menu option and select “*Search Haldimand catalogue*” instead of “*Search All*”; alternatively, users can search just Digital Academy resources and NOT the catalogue by selecting the “*Digital Academy*” option;
- A Digital Academy resource is identified by a blue DA logo (resembling a university building). The title can be clicked to display further details about the resource, or users can click the “Link to Content” button to go directly to the online resource;
- In the same way that catalogue searches can be limited by authors, formats, branches, and publication dates, Digital Academy resources can also be filtered. Options include limiting results by **content type** (e.g. lesson plans only), **content provider** (from PBS only, etc.) and **content level** (post-secondary only, etc.).

Although SirsiDynix has not provided marketing materials for this new product, Library staff will develop in-house promotional materials and social media announcements.

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

The next meeting is scheduled for 5:30 pm, Thursday, September 26<sup>th</sup> at the Jarvis Branch meeting room.

## 10: Adjournment

**19-34** **MOVED** by Malcolm Millar, **SECONDED** by Rob Shirton  
 THAT the meeting adjourn at 12:22 pm.  
**CARRIED.**

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Linda Van Ede, Chair

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Date