



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, October 22nd, 2020
Dunnville Library, 2nd Floor Program Room, 5:30 pm

Present:	Pat MacDonald, Vice-Chair	Malcolm Millar
	Rob Shirton, Councilor	Regrets: Linda Van Ede, Chair
	Mary Kent	Jo Geary
	Paul Diette, CEO	

1. Call to Order

Vice-Chair Pat MacDonald, in Linda Van Ede's absence, called the meeting to order at 5:35 pm.

2. Adoption of Agenda

20-29 **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar
THAT the Agenda be adopted as circulated with the addition of item 8.4, Board Christmas Dinner.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

20-30 **MOVED** by Rob Shirton, **SECONDED** by Malcolm Millar
THAT the Minutes of September 24, 2020 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, September 2020

Pat MacDonald asked about the status of the Library's contract with one of its former custodians. The CEO clarified that the contract in question had been renewed on an annual basis and that the 2019 renewal ended in December of that year and was not renegotiated in 2020.

20-31 **MOVED** by Mary Kent, **SECONDED** by Rob Shirton
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 Monthly Activity Report, September 2020

The report was received as information.

5.3 New Cayuga Branch Project

No new business.

5.4 New Hagersville Branch

No new business.

6 Business Arising

No new business.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review: Meeting and Study Rooms FAC-2

The existing *Meeting and Study Rooms FAC-2* policy and *Meeting Room Rental Application* form, relevant sections of both were reproduced in the Board package, do not currently address

minimum cancellation periods and payment deadlines. The CEO recommended that the policy and form be amended to include the following statements:

- ***Notification of room booking cancellation must be received by the Library prior to the commencement of the scheduled booking. Notification may be made by telephone, mail or email. Failure by the renter to utilize the meeting room as booked without prior notification does not waive rental fees.***
- ***Rental fees must be paid, in full, prior to use of the meeting room. Payment immediately preceding the booking will be accepted.***

Councillor Shirton suggested that cancellations should be received a minimum of two hours prior to the beginning of a booking in order that library staff have sufficient time to modify any room setup requirements.

20-32 **MOVED** by Malcolm Millar, **SECONDED** by Mary Kent

THAT *Policy FAC-2, Meeting and Study Rooms, and the associated Meeting Room Rental Application form be amended to include the text “Notification of room booking cancellation must be received by the Library a minimum of two hours prior to the commencement of the scheduled booking. Notification may be made by telephone, mail or email. Failure by the renter to utilize the meeting room as booked without prior notification does not waive rental fees. Rental fees must be paid, in full, prior to use of the meeting room. Payment immediately preceding the booking will be accepted.”*

CARRIED.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Board Member Vacancy

On September 20th, 2020, Board member Catherine Rozman contacted the Chair and CEO, notifying them of her intent to resign. Catherine is moving out of Haldimand County and is therefore no longer eligible to serve as trustee.

Haldimand County Public Library **By-law BL-2, Composition of the Board, Section 1** refers to the **Public Libraries Act, R.S.O. 1990, Chapter P.44, Sections 9-20** for details concerning Board composition and Board member qualifications. **Section 10** of the **Act** stipulates that a Board member must be “ ... a resident of the municipality for which the board is established in the case of a public library board”

Catherine was thanked for her service on the Haldimand County Public Library Board, her commitment to her role and her valuable perspectives on numerous library and community issues over the past two years.

According to **By-law BL-2, Section 7**, “when a vacancy arises in the membership of the Board, the Council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment’s term will be concurrent with the term of the Board.”

The CEO informed Haldimand County’s Manager of Citizen & Legislative Services, Evelyn Eichenbaum, of the vacancy in late September. The trustee application process is facilitated through the Manager, who promptly prepared an advertisement for posting on the County’s website, the Library’s website (Library Board page), and in the media. The ad, reproduced in the Board package, will appear in local newspapers between October 19th and November 2nd, with an application submission **deadline of November 6th**.

Haldimand County Council approved a revised appointment process in late 2018; according to this new process, Library Board applicants will be reviewed by the Mayor, the Manager of Citizen & Legislative Services, and the Library CEO to determine if interviews are required.

8.2 Attorney General’s Office Request

The Ministry of the Attorney General has requested area public libraries participate in hosting virtual criminal case court sessions for accused individuals in their communities. These sessions would involve an accused resident using a library computer or laptop to log into his or her court session remotely. No employee of the Court would be physically present during this session.

The Hamilton Public Library is the first library in our region to partner with the Ministry and provide residents a space to access virtual court sessions. HPL shared its procedures with other libraries in the region. HPL is requiring participants to present a library card or identification/proof of address for a temporary card to access computer equipment for virtual court sessions and requests participants arrive 15 to 30 minutes prior to their court session to allow for setup time. Residents use their card to enter a designated room in which a laptop is available with instructions provided to access the court session via Zoom.

The CEO contacted Attorney General’s Office Regional Coordinator, Lynn Lubieniecki, to clarify details about the program and share several concerns. Original communications from the Ministry did not specify who would supply necessary computer equipment and the CEO received confirmation that the Ministry assumes the library will make all equipment available. The CEO was also informed that residents participating in this initiative will typically be those unrepresented by a lawyer, accused of a criminal offence, and attending the first session of their case proceedings. First sessions are typically a series of confirmation questions lasting no longer than thirty minutes. Privacy issues were discussed and the CEO stated that not all library branches can offer space that would ensure privacy during a session. Mrs. Lubieniecki remarked that in most cases, headphones provided to the accused would suffice, as statements made

during the session by the participant will typically be short and vague to anyone not hearing the questions (e.g. “yes”, “no”, “I do”, “I do not”).

Subsequent to this conversation, the CEO contacted the County’s I.S. Division regarding the availability of laptops to be used exclusively for virtual court sessions and was told that three to six units could be allocated and would be restricted to wireless access and Zoom software only. Disposable earbuds for audio reception can be purchased by the Library at little cost. Mrs. Lubieniecki will also further assess the need for this service specifically in the Haldimand County area and will discuss any local setup with the CEO in late October.

A notice proposed by the Ministry of the Attorney General outlining the virtual court session process was reproduced and included in the Board package.

8.3 Burn Permit Online Applications

On September 17th, the CEO attended a burn permit planning session at the Haldimand County Administration Building. The County will soon make the permit application process available online and, as community hubs, libraries may therefore be asked to assist residents in accessing digital forms and navigating the application process. The CEO was given the opportunity to offer feedback and suggestions on proposed digital processes. Differences between recreational and non-recreational burns were covered as were eligibility requirements. Approval and invoicing procedures were also explained and confirmation was received that library staff would not be involved in either of these two procedures.

8.4 Board Christmas Dinner

The Library Board’s annual Christmas dinner is typically held in early or mid-December at a restaurant somewhere in the County. The dinner recognizes the year-long commitment and dedication of Board members who serve on a voluntary basis, without financial compensation.

Due to pandemic concerns and safety measures, members decided that the traditional approach to the dinner was not an option in 2020 and that, instead, a local restaurant would be asked to cater or provide take-out for the December meeting. A final date for that catered meeting was not determined, although present members agreed it should occur within the first two weeks of the month.

9: Date and Place of Next Meeting

The next meeting will be held in person on Thursday, November 19th, 5:30 pm at the Cayuga Branch, Program Room.

10: Adjournment

20-33 MOVED by Rob Shirton, **SECONDED** by Malcolm Millar
THAT the meeting adjourn at 6:35 pm.
CARRIED.

Linda Van Ede, Chair

Date