



**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, July 22, 2021  
Dunnville Library, 2<sup>nd</sup> Floor Program Room, 10:00 am

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

### 1. Call to Order

Linda Van Ede called the meeting to order at 10:02 am.

### 2. Adoption of Agenda

**21-25** **MOVED** by Grace Main, **SECONDED** by Jo Geary  
**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

**21-26** **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent  
**THAT** the Minutes of June 10, 2021 be adopted as circulated.  
**CARRIED.**

### 5. Staff and Board Reports

### **5.1 Cash Flow Statement, June 2021**

**21-27** **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

### **5.2 Monthly Activity Report, June 2021**

The reports were received as information.

### **5.3 New Hagersville Branch**

No new business.

## **6. Business Arising**

### **6.1 Re-opening Schedule**

Ontario moved to Step 3 of its reopening roadmap on Friday, July 16<sup>th</sup>. For public libraries, there were no specific facility capacity limitations in Step 3; rather, branches must ensure two-metre social distancing protocols are upheld. Library staff were instructed to monitor traffic at circulation desks and provide “traffic guidance” as required and also periodically monitor other sections of the building during busy times to ensure visitors are not congregating and are practicing distancing protocols. Since large, in-person programs are not planned for the foreseeable future, it is not anticipated that crowd issues will be encountered.

The new capacity rules were adopted on Monday, July 19<sup>th</sup> and on that date materials quarantining practices were also abandoned (as permitted during Step 2 of Ontario’s reopening roadmap). The collection of fines and fees, regardless of monetary amount, also resumed. Existing public computer protocols, with some workstations being kept offline to ensure distancing, remained in effect as were screening measures and mandatory mask-wearing by both staff and visitors. Curbside services continue to be offered, upon request.

The CEO recommended that the Caledonia and Dunnville branches continue to be closed on Sundays until weekday and Saturday activity levels rebound to pre-pandemic levels or until public demand for Sunday openings warrants the resumption of services that day.

## **7. Standing Items**

## 7.1 Strategic Plan

As outlined in the previous Board package, undergoing a situational analysis is the first step in the strategic planning process. This analysis involves a review of the library's profile, which was undertaken in June. At the previous Board meeting, members considered data and statistics on HCPL's finances, collections, circulation and programmes and reviewed HCPL's last strategic plan with an eye on recent accomplishments and challenges which could recur during implementation of subsequent plans. As well, members discussed a SWOT analysis, completed in May by staff, from which they were able to glean many areas in which the library can improve and grow along with other areas that are already proving successful.

The next task in the situational analysis phase of planning is an assessment of the community in which the library operates. To assist with profiling our community, the CEO forwarded digital copies of two documents to Board members prior to the July meeting: **Haldimand County Community Profile 2019** and **Haldimand County Economic Development & Tourism Branding Strategy 2018: Stakeholder Consultations**. Both documents were reviewed and discussed at the July meeting with the goal of incorporating community interests, trends and needs into our strategies.

Key topics identified by members for inclusion in the plan were:

- **Demographics:** *programming and collections should meet the needs and interests of seniors, young families, diverse new residents, multigenerational visitors, and single parents.*
- **Economics:** *it is important for the library to acknowledge that residents' income levels vary greatly and that affordable or free programming needs to be offered to meet many members' needs. Acknowledging the various socioeconomic backgrounds of residents, the library should draw new focus on partnerships with social service agencies and consider expanding services to disadvantaged members of the community.*
- **Arts and Culture:** *venues should be made available to showcase works and products made in and reflecting Haldimand County. An emphasis on celebrating local achievements dovetails with the importance of local accomplishments identified in both the municipality's community profile and branding strategy.*
- **Skill Building:** *the library should offer, or work with partners to offer, trades and hands-on skill development opportunities with a focus on career exploration and professional improvement.*
- **Exploring Traditions:** *collections and programming should seek to educate residents about various cultural, religious and sociological heritages. Wording around how programmes and collections and promoted will be important (e.g. "explore" versus "celebrate").*
- **Library Culture:** *Making the library's culture known to its members is important and should be made explicit. This includes the library's stand on intellectual freedom, inclusivity, and meeting the needs of all members, regardless of background.*

## 7.2 Policies Review: Respect and Acknowledgement Declaration

The Ontario Library Service recommends that Library Boards include in their policies a declaration of respect for and acknowledgement of First Nations land use in keeping with the Federal Government's *Truth and Reconciliation Commission Report*. Having this declaration in place will be a requirement of future accreditation applications. OLS provided a sample policy, which was customized for HCPL by the CEO, and recommended for adoption as **Foundation Policy FN-6, Respect and Acknowledgement Declaration**.

**21-28** **MOVED** by Pat MacDonald, **SECONDED** by Grace Main

**THAT** Policy FN-6, Respect and Acknowledgement Declaration be adopted as follows and that the acknowledgement statement be printed on all future Board packages after the Call to Order:

The Haldimand County Public Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report.

### Section 1: Declaration

With this understanding, the Haldimand County Public Library acknowledges the First Peoples on whose traditional territories we live and work. We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples, both in the past and the present. We believe that the territorial acknowledgements is not simply a *pro forma* statement made before a meeting; but a vital *part* of the business. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

The Haldimand County Public Library will use this Respect and Acknowledgement Declaration at the beginning of all meetings held at the library :

"We acknowledge the many nations who call this land home. We acknowledge the indigenous and non-indigenous brothers and sisters who cared for this land in the past and to those who walk it today, this the traditional and treaty lands of the Anishinaabe (Ah-nish-nah-bay), Neutral, and Haudenosaunee (Ho-deh-no-show-nee) peoples.

### Section 2: Collection

The Haldimand County Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

### Section 3: Services

The Haldimand County Public Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons.

**CARRIED.**

## 7.3 Reporting Requirements

No new business.

**8. New Business**

**8.1** *No new business.*

**9: Date and Place of Next Meeting**

The next meeting will be held in person on Thursday, September 16<sup>th</sup> at 5:30pm in the 2<sup>nd</sup> floor programme room, Dunnville Branch.

**10: Adjournment**

**21-29** **MOVED** by Grace Main, **SECONDED** by Mary Kent  
THAT the meeting adjourn at 12:54 pm.  
**CARRIED.**

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Linda Van Ede, Chair

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Date