



Haldimand County Public Library
1-117 Forest Street East
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MINUTES

of a meeting of the Haldimand County Public Library Board
September 16, 2021
Dunnville Library, 2nd Floor Program Room, 5:30 pm

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

1. Call to Order

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

2. Adoption of Agenda

21-30 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

21-31 MOVED by Pat MacDonald, **SECONDED** by Rob Shirton
THAT the Minutes of July 22, 2021 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, July and August 2021*

The CEO verified with municipal Finance staff that monthly library VISA expenditures in 2021 have not yet been posted in the municipality's financial software programme (Paramount). The approximate total of these expenditures is \$14,000 with the majority of transactions representing materials capital purchases (DVDs, books, etc.). Totals reflected in the Capital Projects section of the cash flow statement were, therefore, under-reported for branch collections and collection enhancement projects.

21-32 **MOVED** by Jo Geary, **SECONDED** by Pat MacDonald
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Reports, July and August 2021*

The reports were received as information.

5.3 *New Hagersville Branch: Memorandum CAO-M02-2021 and Community Capital Campaign Committee*

Earlier this year, a report, numbered CAO-M02-2021 was presented to Haldimand County Council's Committee of the Whole, outlining the proposed Hagersville Library and Active Living Centre project. The report included background information on the existing Hagersville library branch and current community hall, a conceptual summary of the proposed project (1,182 square metres, 667 square metres being for the library) with architectural renderings, as well as a proposed project schedule, with a 2024 implementation estimate. In addition to this information, the memorandum included a funding table, indicating a total project cost of \$10,325,600 and a donations component representing \$1,032,340. The table was followed by the statement: "...the construction of this facility is dependent upon the community raising approximately 10% of the total construction cost before construction occurs. This can include traditional fundraising as well as the sale of the existing community hall asset owned by the Hagersville Chamber of Commerce."

A subsequent report to Council in Committee, CDP-03-2021 Community Partnership Program – Hagersville Public Library + Active Living Centre Project Update, contained the following recommendation:

THAT, as part of the community fund-raising campaign, the Hagersville Chamber of Commerce – as owner of the Hagersville Community Centre, subject to an operating agreement with Haldimand County – be granted approval to conduct due diligence and the sale of the Community Centre, with the net sale proceeds to be deposited with Haldimand County to support the ALC construction.

In late 2020, the CEO had conversations with Finance staff and the Haldimand County CAO about project funding and was told at that time that fundraising requirements (approximately 10% of the cost) applied only to the active living centre portion of the project and not to the library portion. As a capital replacement project, the library component would qualify for a limited amount of development charges (DC) funding and would be largely paid for through debt.

A Hagersville Library + Active Living Centre Community Capital Campaign (Fundraising) Committee was formed in early 2021 and held its first monthly meeting on March 16th. Committee members include Ward 4 Councillor Tony Dalimonte; Manager of Community Development & Partnerships, Katrina Schmidt; General Manager, Mike Evers; and Doug Miller. At the Committee's July 9th meeting, the decision was made to have the Library CEO and one other Library representative join the Committee in order to speak on behalf of library division interests.

After a telephone conversation with Councillor Dalimonte in August, the CEO agreed to join the Committee and suggested that Senior Library Assistant Teresa Thompson, who has worked at the Hagersville Branch for over 25 years and is very familiar with the community, also become a member. The CEO and Teresa will attend the next Committee meeting on September 28th and will ascertain fundraising expectations. The CEO also provided Councillor Dalimonte with several talking points, emphasizing the value of the library to the community, to be used when Committee members meet with potential donors, including local land developers.

6. Business Arising

6.1 COVID-19 Vaccination Requirements and Meeting/Programming Spaces

On September 1st, the Government of Ontario announced that proof of vaccination will be required in select settings. As of September 22nd, 2021, Ontarians will need to be fully vaccinated (2 doses plus 14 days) and provide their proof vaccination along with photo ID to access the following public settings and facilities: restaurants and bars, nightclubs, sporting facilities, casinos, concerts, racing venues, convention centres and meeting and event spaces. The vaccine certificate system exempts children under the age of 12 and also provides for personal medical exemptions. This approach focuses on higher-risk indoor public settings where face coverings cannot always be worn and 2-metres of social distancing cannot always be maintained. Public libraries are not currently included on the list of settings in which proof of vaccination is required. The Ontario Library Service (OLS) is working closely with the Ministry of Heritage, Sport, Tourism and Culture Industries to provide clarification about the impacts of the vaccine certificate requirements on the use of library meeting and programme rooms. At the time this package was prepared, no final recommendation had been announced.

As part of the vaccination passport system, Ontario will introduce in October a digital vaccine receipt, featuring a QR (Quick Response) code (as depicted above), which can be stored on a smartphone for presentation at venues requiring a passport. An app for smart devices/tablets will be introduced for businesses and organizations to read and verify passport codes when patrons enter their facilities.

The library will assist users in accessing that site and will print passports at no charge. Staff are currently discussing lamination services and whether or not a fee should be charged for that service. Not all branches currently have a laminating device.

6.2 *Autumn Children's Programming*

On September 3rd, the CEO met with branch children's programming staff, Branch Coordinator Roberta Chapman, Outreach Coordinator Katrina Krupicz and Online Resource Instructor Taylor Hartwick to discuss autumn programming plans. It was decided that plans would include limited in-person programmes as well as take-home activity and craft kits, enabling the library to pivot children's services and adhere to whatever facility restrictions may be in place throughout the season.

No in-person sessions will be held in program rooms until it is determined whether or not vaccination passports are required to enter those spaces. Although children under the age of 12 will be exempt from the passport requirement, the group felt it would be most prudent to delay all in-person sessions until the Province's expectations and protocols are clarified.

Presently, the Hagersville Branch's children's programmer is on leave due to medical reasons and the branch does not have space needed to hold programming sessions while maintaining social distancing requirements. For these reasons, no in-person children's programmes are scheduled for Hagersville this season.

If circumstances allow, each branch will offer two in-person storytime sessions per week. Sessions will run for 30 to 40 minutes and will be limited to four registrants. Traditionally, participants would pay \$10 in advance upon registering for a 10-week storytime season. A pay-as-you-go approach will be used instead so that, if sessions need to be cancelled due to facility restrictions, refund procedures can be avoided. Each storytime session will include a themed craft unique to that session. Because parents or caregivers traditionally attend Baby StoryTime and Tales for Twos sessions and since attendee numbers must be kept low, both of those programmes will not be offered this autumn.

Children's programmers will also prepare two take-home crafts per month. These craft kits will be available to any child upon request with a limit of one of each craft per child. This approach mirrors the way in which take-home crafts were distributed, very successfully, throughout the summer. One of the monthly crafts will be seasonally based (Halloween, Remembrance Day, Christmas) while the other monthly craft theme will tie in with monthly Diversity topics (Indigenous Peoples, Women Role Models, Channukkah). In this way, children's programmes will be integrated with monthly collection displays and adult programme themes focusing on our community's diversity.

In-person LEGO Club sessions will also resume this season at the Dunnville, Caledonia, Cayuga and Jarvis branches.

6.3 New Staff

This summer, the Library welcomed six new employees to our team:

- Brynn Ironside and Andrew Poirier, Student Pages, *Dunnville Branch*
- Emma Dennis, Student Page, *Cayuga Branch*
- Kimberly Sherk, Student Page, *Selkirk Branch*
- Tessa Vanni, Student Page, *Hagersville Branch*
- Karyn Baxter, Library Assistant, *Dunnville Branch*.

Online Resource Instructor Taylor Hartwick also accepted a position as library assistant at the Dunnville Branch and will be fulfilling both roles for the foreseeable future. Molly Neal, formerly the Hagersville Branch Student Page transferred as Page to the Caledonia Branch at the end of August. Training was provided by the Branch Coordinators throughout August to all new employees and the CEO also administered customer service and Symphony (ILS) instruction to those new to the library assistant role.

7. Standing Items

7.1 Strategic Plan

To date, Board members have completed both the situational analysis and community assessment phases of strategic planning. Data and statistics on HCPL's finances, collections, circulation and programmes have been reviewed, a staff SWOT analysis has been discussed, and key points from *Haldimand County's Community Profile 2019* and *Haldimand County Economic Development & Tourism's 2018 Branding Strategy Stakeholder Consultations* have been identified.

The next planning phase involves the articulation of the Library's mission and values, synthesizing the information collected during the two previous phases, and using that information to determine the plan's strategies. This work will take several hours and members are asked to select a day in October to have this session, separate from the regular monthly Board meeting.

7.2 Policies Review: National Day for Truth and Reconciliation

On June 3rd, 2021, the Government of Canada amended the Canada Labour Code to include September 30th as an official federal statutory holiday, named The National Day for Truth and Reconciliation. Establishing this public holiday was one of the 94 Calls to Action requested of the Government of Canada to recognize the legacy of residential schools and advance reconciliation efforts in Canada. The holiday is now recognized by all federally regulated businesses. The new holiday will first occur Thursday, September 30th, 2021 and will also fall on the 30th in successive years.

Whether or not employers who are not federally regulated observe the holiday is a matter of choice and the decision can be made unilaterally by those employers.

Haldimand County Council made a decision at its meeting on August 30, 2021 that it will also recognize and observe this federal holiday as a public holiday for all of its employee groups. The intent is to provide a day on which staff and community members reflect on, participate in, or become more informed about, truth and reconciliation efforts.

The CEO learned that many public libraries across Ontario are closing on September 30th, in line with municipal closures, while others have chosen to remain open in order to observe the day with exhibits and programming highlighting indigenous accomplishments and challenges.

Remembrance Day is similar to National Day for Truth and Reconciliation. It is a statutory holiday for federally-regulated corporations and in some provinces. It is not a statutory holiday in Ontario, Quebec, Nova Scotia and Manitoba. Some employers in those provinces have given employees Remembrance Day off work, but there is no legal obligation to do so. Presently, Haldimand County closes municipal offices on Remembrance Day, but libraries remain open, observing a moment of silence at 11:00am. In lieu of Remembrance Day, the Library closes on Easter Saturday and Easter Sunday, with staff taking the time off without pay or using vacation time.

The CEO recommended that the Library close on September 30th to observe National Day for Truth and Reconciliation in tandem with other municipal facilities and employees and that *Policy HR-04, Vacation Public Holidays and Leave*, be amended to include National Day for Truth and Reconciliation under **Section 1 (Public Holidays)**.

21-33 **MOVED** by Rob Shirton, **SECONDED** by Jo Geary
THAT *Policy HR-4, Vacation Public Holidays* and Leave be amended to include **National Day for Truth and Reconciliation under **Section 1 (Public Holidays)**.**
CARRIED

7.3 Reporting Requirements

No new business.

8. New Business

8.1 International Dyslexia Association Decodable Books Grant

In July, Branch Coordinator Roberta Chapman applied for a \$500 grant from the International Dyslexia Association of Ontario for the purchase of dyslexia-friendly resources. Our application was approved and the funds were received in late August.

The I.D.A. grant permits purchases of decodable books from pre-approved resource lists. Decodable books are purpose-written to help beginning and emerging readers master decoding and are described by many as using a “phonics” approach, taught in schools years ago. They contain only phonetic code that the reader has already learned. For example, a child at the beginning stages of reading who has learned the short vowel sounds could decode simple words like “hat”, “bed”, and “pig”, but would not be able to decode words like “see” or “view”. Once readers attain a higher reading level, they master multi-letter phonograms like “ai” and “oa” and are able to decode more complex words like “snail” and “goat”. Decodable books are a valuable resource for all readers, but are especially helpful for individuals with dyslexia and reading disabilities.

Decodable books will be ordered from the prescribed lists and, once received and processed, will be promoted in-house through posters, bookmarks and social media advertisements.

8.2 Federal Election Polling Stations

Elections Canada officials made arrangements with the CEO to use meeting rooms at the Cayuga and Dunnville (Garfield Disher Room) branches as polling stations for the Federal election on Monday, September 20th. Lease agreements were signed and Elections Canada will pay \$325 for each rental. The CEO and Branch Coordinator will ensure both facilities are opened early and closed late to accommodate the polling stations and their workers.

8.3 COVID-19 Vaccination Policy

Effective August 31st, all healthcare and congregate settings or high-risk setting organizations are mandated by the Province to have a vaccine policy in place which includes, at minimum, giving employees three options: 1) provide proof of full vaccination; 2) provide documented medical exemption to vaccination; 3) take a vaccine education session approved by the employer.

Haldimand County Senior Management Team met on September 9th to discuss the above requirement and develop a municipal policy on employee vaccinations. Haldimand County **Policy No. 2021-02 COVID-19 Vaccination Policy** was approved on September 21st through Resolution 116-21. A copy of the policy was forwarded to Library Board members by the CEO on September 23rd with a recommendation to approve the policy, unedited.

21-34 **MOVED** by Jo Geary, **SECONDED** by Grace Main

THAT Haldimand County “COVID-19 Vaccination Policy” be adopted by the Haldimand County Library Board and be reflected in HCPL’s Policies as an addendum:

HR-03 Terms and Conditions of Employment, Section 12: COVID-19 Vaccination. The Library follows all procedures and protocols relating to COVID-19 vaccination of employees, Board members and volunteers as established by Haldimand County Policy No. 2021-02, COVID-19 Vaccination Policy, and any revisions to said Policy, included as County Appendix XXX.

CARRIED.

9: Date and Place of Next Meeting

The next meeting was scheduled to be held in person on Thursday, October 28th at 10:00am at the Cayuga Branch. This meeting was subsequently postponed to Thursday, November 4th at 10:00am at the Cayuga Branch in order that the CEO could attend a Hagersville Community Capital Campaign Committee donor ceremony.

10: Adjournment

21-35 **MOVED** by Rob Shirton, **SECONDED** by Malcolm Millar
THAT the meeting adjourn at 7:05 pm.
CARRIED.

Linda Van Ede, Chair

Date