



Haldimand County Public Library
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MINUTES

of a meeting of the Haldimand County Public Library Board
April 20, 2023
Caledonia Library, Gertrude Haller Meeting Room, 10:00 am.

Present:	Pat MacDonald, Chair	Grace Main
	Jo Geary, Vice-Chair	Adrienne Johnston
	Mary Kent	Paul Diette, CEO
	Shelley Ann Bentley, Mayor	

1. Call to Order

Pat MacDonald called the meeting to order at 10:00 am.

2. Adoption of Agenda

23-13 **MOVED** by Jo Geary, **SECONDED** by Shelley Ann Bentley
THAT the Agenda be adopted as circulated with the addition of item **8.2 Sachem article**.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

23-14 **MOVED** by Pat Grace Main, **SECONDED** by Mary Kent
THAT the Minutes of March 24, 2023 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, March, 2023.*

23-15 **MOVED** by Mary Kent, **SECONDED** by Jo Geary
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Report, March, 2023*

The report was received as information.

5.3 *New Hagersville Branch*

On March 22, the Hagersville Library + Active Living Centre planning team met to develop an operational strategy for the facility. The operational approach will have significant impact on the design and layout of various rooms and features.

Community Partnerships and Development staff suggested that the Active Living Centre would be open seven days a week, from 8:00 am to 10:00 pm at optimum operating capacity, with two CDP staff on-site and one representative from the Hagersville Lions or other volunteer group. The division requested a service counter / reception desk for their staff, preferably an open, island-style unit that could be easily shifted along with office space for four staff and a small copy/storage room. The management of ALC space rentals will be the responsibility of CDP staff.

The Library CEO confirmed that he will seek an increase in branch hours of operation from existing levels once the new facility opens but that library staff complements during open hours (e.g. 2 employees on any given shift) will remain largely unchanged.

The group discussed use of the outdoor pavilion space and will request pavilion drawings from the architect. The pavilion will consist of four washrooms originally placed on the exterior of the main building, two storage rooms, a concession-style serving area and a small mechanical/electrical space. \$587,500 in capital funding is available between 2024 and 2026 for pavilion construction, separate from the Library+ALC project.

Facility storage requirements were considered, with spaces adjacent to the ALC gymnasium needed for sporting equipment and gear. It was requested that square footage originally designated for some public washrooms, now moved to the outdoor pavilion, be used for storage purposes and that the size of the garbage and waste disposal room be reduced and allocated instead to custodial supplies storage. Multi-functional storage units were referenced as was the "cage-style" storage compartment configuration which exists in the Administration building's lower floor. CDP staff stated that community group needs required further assessment and that the level of programming at the facility will also dictate storage requirements.

The CEO requested that an additional, small meeting room be added to the Library in order to mitigate demands on the program/activity room, stating that library branches are routinely

approached by social agencies and other community groups to use space for meetings of five or fewer people. CDP staff also requested a similarly-sized programme room for the facility, preferably located to the rear of the central lobby.

ALC kitchen requirements were explored. CDP staff referred to meeting notes taken during a visit to the Ancaster Seniors Centre and stated that the size of the Centre's kitchen would likely be sufficient for this project. Commercial-grade appliances will be needed and re-locating the kitchen to the lobby area, offering greater accessibility and the potential for a café-style installation, was proposed.

The Active Living Centre's gymnasium's space was originally conceived for three pickle ball courts and one half-court basketball court. It is now preferred that the space be large enough for a full-sized basketball court, similar to those found in high school gymnasiums.

Information from the March 22nd meeting was relayed to the architect, Curran, Gaseca, Slote (CGS), who in turn prepared a revised graphic program and a reconfigured concept plan, which were shared with the planning team on April 4th. Images of the original and reconfigured concept plans were included in the April Board package as were the revised graphic program and a summary of initial responses from the Library CEO and CDP staff.

Grace Main distributed photographs of public libraries visited on various trips and featuring innovative designs, particularly exterior finishes. Libraries included those in Kansas City, Missouri and St. John, New Brunswick. Concepts depicted will help inspire ideas for the new Hagersville project.

6. Business Arising

No business arising.

7. Standing Items

7.1 *Strategic Plan*

Make It Easy: Make Services and Collections More Readily Available **Action 1.2.4 Alternative Delivery Formats**

In response to the Port Maitland Historical Association's request to digitize and host online archived issues of *The Dunnville Chronicle*, the CEO and Dunnville Branch staff began research on *Chronicle* copyright ownership. It was determined that PostMedia was the last-known owner of the publication and PostMedia's legal department was contacted. Staff were referred instead to Quebecor Media, which subsequently purchased many titles from PostMedia. To date, no response from Quebecor Media has been received despite several telephone calls and email communications. Determination of *Chronicle* ownership and receipt of legal permission to replicate and disseminate *Chronicle* issues electronically are required before this project can proceed any further.

Make It Diverse: Diverse Programmes

Action 2.2.2 New Targeted Programmes

English as a Second Language Instruction

Outreach Co-ordinator Katrina Krupicz and the CEO will meet virtually with Lil Acive, Mohawk College Outreach and Engagement Coordinator, in late April to begin preparation of marketing tools for the upcoming LINC (Language Instruction for Newcomers to Canada) Program in Caledonia. LINC will bring English as a Second Language training opportunities to the community. The CEO has shared the Library's logo graphic files for poster and advertisement purposes and social media posts, radio spots, and press releases will be prepared to promote the program.

7.2 Policies Review: HR-05 Compensation, Section 2, Salary Administration, Point 7: Minimum Hours of Work; and HR-07 Health and Safety

Minimum Hours of Work

The Library Board's Personnel Policy follows the Employment Standards Act, but does not replicate it verbatim. On some matters that recur and create some confusion amongst staff, however, it is beneficial to include in the Policy Manual clarification and this sometimes means referring to and replicating text from the ESA.

Recently, questions from employees have been received regarding the minimum length of shifts when they are asked to attend meetings, training sessions, or address facility issues such as false security alarms, during hours they are not normally scheduled to work.

The CEO reviewed *the Employment Standards Act, Part VII, Hours of Work and Eating Periods*, which addresses minimum shift lengths and also consulted with Haldimand County's Director of Human Resources on the matter.

Section 21.2 (1), Three Hour Rule, of the Act stipulates that "*if an employee who regularly works more than three hours a day is required to present himself or herself for work but works less than three hours, despite being available to work longer, the employer shall pay the employee wages for three hours, equal to the greater of the following: (1) the sum of the amount the employee earned for the time worked and wages equal to the employee's regular rate for the remainder of the time, or, (2) wages equal to the employee's regular rate for three hours of work*". In order for this rule to apply, the employee must regularly work more than three hours per day. The primary purpose of this legislation is to guarantee an employee at least three hours of pay should that employee be sent home early on a day he or she was scheduled to work longer, without sufficient notice. The rule does not apply if the employer is unable to provide work for the employee because of fire, lightning, power failure, storms or similar causes beyond the employer's control that result in the stoppage of work.

The Act does not preclude shifts that are fewer than three hours per day, provided those are scheduled regularly. In this regard, regular two-hour shifts scheduled after school hours for library student pages and regular staff meetings that last less than three hours and are scheduled on days

staff may not normally work would not trigger the three-hour minimum rule. The Act is not clear on the definition of “regular” but the CEO and Director of Human Resources agreed that even a twice-annual meeting or session, if consistently scheduled year-to-year, could be considered “regular”.

Similarly, the CEO and Director of Human Resources concurred that optional training opportunities that are agreed to between a supervisor and an employee and which occur on days on which the employee does not normally work would not trigger the three-hour minimum rule by virtue of the fact that they are **optional**. In contrast, the three-hour minimum rule would apply if a training session was **mandatory** (such as a health and safety course) and the employee was scheduled to attend that session on a day not normally worked.

If an employee’s schedule includes regularly working more than three hours a day and regularly working three hours a day or less, the application of the three-hour-rule will depend on whether the day is one on which the employee would regularly work more than three hours or one on which the employee would regularly work three hours or less. Examples of rule application were provided in the Board package as were amendments to Policy HR-05 recommended by the CEO.

23-16 **MOVED** by Grace Main, **SECONDED** by Mary Kent

THAT Policy HR-05, Section 2, Salary Administration, Point 7 be amended as follows:

Minimum Hours of Work

Shift Cancellations

An employee who regularly works more than 3 hours per day is entitled to a minimum payment of 3 hours at regular rate of earnings in instances where they are not required to work and less than 48 hours’ notice of shift cancellation has been provided. The minimum payment is not required if work is not available due to fire, lightning, power failure, storms or similar causes beyond the employer’s control that result in the stoppage of work.

Shift Exchanges and Shift Coverage

If an employee is requested to work a shift of fewer than three hours on a day on which they do not regularly work, or on a day on which they regularly work three or more hours, the employee will be entitled to a minimum payment of 3 hours at regular rate of earnings for that day. This includes instances where a staff shift exchange or a supervisor’s shift coverage request has resulted in an employee assuming hours outside of the employee’s regular work schedule. This policy does not apply if changes to an employee’s schedule are made on a permanent and regular basis going forward.

Training : Mandatory

A minimum payment of 3 hours at regular rate of earnings will be made to part-time employees to attend mandatory training and professional development sessions, either in-person or on-line, regardless of location. For example, if a part-time employee is required to attend a mandatory one-hour health & safety

webinar online on a day on which that employee does not normally work and the employee attends the session from home, the employee will be entitled to 3 hours at regular rate of earnings.

Full-time employees who are required to attend mandatory training and professional development sessions, whether in-person or online and regardless of location, on a day on which they are not normally scheduled will be entitled to a minimum of three hours to be taken off at another time with supervisory approval.

Training : Optional / Recommended

Part-time employees attending optional or recommended training and professional development sessions, either in-person or on-line, regardless of location, will be entitled to be paid hours at regular rate of earnings equivalent to the duration of the training or professional development session. For example, if a part-time employee agrees to and attends a one-hour customer service seminar recommended, but not mandated, by the employer, whether on a day on which that employee is regularly scheduled to work or not, that employee will be entitled to one hour at regular rate of earnings.

Full-time employees who agree to and attend a recommended or optional training or professional development session, whether in-person or online and regardless of location, on a day on which they are not normally scheduled will be entitled to hours, to be taken off at another time, equivalent to the duration of the session. Hours taken in lieu must be approved by the full-time employee's supervisor.

Facility and Operational Issues

If a part-time employee is requested to attend a branch to deal with a facility or operational matter and the request is made on a day on which the employee does not regularly work, the employee will be entitled to a minimum of three hours at regular rate of earnings. If the request is made on a day on which the employee does regularly work, the number of hours required to resolve the facility or operational matter will be added to the employee's regular daily hours worked.

If the request is made on a day on which the part-time employee regularly works and the facility or operational issue leads to a change to the employee's regular schedule for that day, the employee's total earned hours of pay may vary but will be no less than three at regular rate of earnings. Example: A part-time employee is called at 8:00 am to attend the employee's home branch and address a security alarm problem. The matter takes 45 minutes to resolve. The employee is scheduled to work that day from 10:00am to 2:00pm, but the early arrival has created a child-care issue which now requires the employee to leave at 12:00pm. The employee is entitled to a minimum of three hours at regular rate of earnings (2 hours for the 10:00am to 12:00pm shift plus 1 hour for the security alarm resolution).

Part-time employees who remain working after hours of operation in order to address facility or operational issues, such as children left unattended in the library or an entrance door which refuses to lock, will be paid in half-hour increments at regular rate of earnings, depending on the length of time required to resolve the issues. For example, if a part-time employee remains working 20 minutes after the employee's regular shift and after branch hours of operation in order to assist an unattended child contact the child's parent or guardian for retrieval, the employee is entitled to 30 minutes at regular rate of earnings. This policy also applies to student pages who are asked to remain onsite, and after their regular shift, to assist library assistants in the resolution process.

Full-time employees who attend a branch to deal with a facility or operational issue on a day on which they are not normally scheduled to work will be entitled to a minimum of three hours at regular rate of earnings, to be taken off at another time, subject to supervisory approval. If attendance occurs on a day on which the full-time employee is regularly scheduled, the employee will be entitled to hours, to be taken off at another time, equivalent to the duration of the issue resolution. Hours taken in lieu must be approved by the full-time employee's supervisor.

Facility and operational issues include, but are not limited to:

- *Security alarm calls;*
- *Police calls;*
- *Emptying of exterior materials return bins during extended periods of closure;*
- *Children left unattended in the library after closure;*
- *Entrance door and lock issues;*
- *Patron accidents on library premises.*

CARRIED

Health and Safety

The Haldimand County Public Library Board's Human Resources ***Policy HR-07, Health and Safety*** was reproduced in the Board package. The above policy refers to County documents available on the Staff Information Network, a platform no longer in operation. The CEO therefore recommended that the second sentence of ***Policy HR-07*** be amended to reflect current document locations.

23-17 **MOVED** by Adrienne Johnston, **SECONDED** by Jo Geary
THAT Policy HR-07, Health and Safety be amended as follows:

The Haldimand County Public Library Board follows all Haldimand County Health and Safety Policies and Procedures, which are available on the municipality's intranet FuNK (Forms and Useful News and Knowledge) platform, under "Forms" and "Health & Safety".

CARRIED

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Federation of Ontario Public Libraries Provincial Funding Request

On behalf of its members, of which Haldimand County Public Library is one, the Federation of Ontario Public Libraries (FOPL) put forth a request in March to the Ontario Ministry of Tourism, Culture and Sport to fund a province-wide digital resource library. A common suite of databases which are available to all residents will ensure that members in smaller communities have the same access to materials as those living in larger, urban centres.

In early 2018, the Liberal government proposed the creation of an **Ontario Digital Public Library**, but funding the project, at a cost of approximately \$9 million per year, was dismissed by the incoming Conservative government later that year.

A spokesperson for Tourism, Culture and Sport Minister Neil Lumsden stated that "*Ontario's libraries are a key pillar in building strong, vibrant communities*", but to-date no response to FOPL's funding request has been issued.

8.2 Sachem article

Members discussed statements made by Ward 4 Bi-election candidates regarding the new Hagersville Library + Active Living Centre project and included in an April 20th *Sachem* article. Concerns that the new project would not meet the programming and usage needs of seniors and youth and would instead focus on rental venues, including wedding receptions, were refuted by the CEO.

9: Date and Place of Next Meeting

The next meeting is scheduled for Thursday, May 18, 10:00 am at the Hagersville Branch Meeting Room.

10: Adjournment

23-18 MOVED by Linda Van Ede, **SECONDED** by Adrienne Johnston

THAT the meeting adjourn at 11:34 am.

CARRIED.

Pat MacDonald, Chair

Date