



Haldimand County Public Library
19 Talbot Street West
Cayuga ON N0A 1E0
(905) 318 5932

MINUTES

of a meeting of the Haldimand County Public Library Board
December 08, 2022
Dunnville Library, Disher Room, 4:00 pm.

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

1. Call to Order

Linda Van Ede called the meeting to order at 4:01 pm.

2. Adoption of Agenda

22-44 **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald
THAT the Agenda be adopted as circulated, with the addition of Items 8.2, *CEO Performance Appraisal (In Camera)* and 8.3, *COVID-19 Vaccine Passport Laminations*
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

22-45 **MOVED** by Rob Shirton, **SECONDED** by Jo Geary
THAT the Minutes of October 27, 2022 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, October and November 2022.*

22-46 **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Reports, October and November 2022*

The reports were received as information.

5.3 *New Hagersville Branch: Consulting Services for the New Hagersville Library & Active Living Centre RFP*

Request for Proposal (RFP) FCA-10-2022, Consulting Services for the New Hagersville Library & Active Living Centre, was posted to the municipality's Bid Opportunities webpage in late November with a closing date of December 13, 2022. The bid review committee, on which the Library CEO will sit, will meet in early February to assess and score submissions.

The Bid Request invited proposals for the purpose of retaining a qualified consulting team consisting of architectural and engineering specialists to complete this project from the functional design stage through final commissioning.

The tender document included, among other things, a statement that the successful consultant will begin work under the Contract on or about Tuesday, January 24th, 2023; outlined the scope of work, which involves a multi-use facility of approximately 13,520 square feet including a new library with a heritage centre space for rotating exhibits and an active living centre to support indoor recreation and spaces for all ages, programming and special events, a commercial kitchen and an outdoor pavilion, along with a potential requirement for an OPP office that would include two small rooms, lunch room, accessible single washroom, and separate entrance to the building; listed numerous deliverables and a graphic program as attachments; bid submission instructions and requirements; and an outline of evaluation stages and the process for selecting the preferred bidder.

Bidders were asked to describe similar or related projects on which they have worked, outline the experience of their team members, identify who the primary consulting team members will be for this project, elaborate on their team's information systems (internal management software, etc.), provide a schedule based upon the proposed work plan in the form of a Gantt Chart or equivalent, and include a financial proposal.

Deliverables information specifies that the project will unfold in four phases:

1. Design Development (5 months)
2. Construction Groundwork (4 months)
3. Final Construction Procurement (2 months)
4. Construction New Build (18 months)

On November 23rd, Community Development & Partnerships Managers Mike Evers and Katrina Schmitz met with newly elected Ward 4 Councillor Natalie Stam to discuss the scope and projected timeframes of the project.

6. Business Arising

6.1 Staffing Changes

Interviews were conducted throughout November by the CEO and Branch Coordinator, Cassie Charman, for the open position of on-call library assistant. In late November, Bonnie Hand was offered the position; orientation and training sessions are planned in December and January.

A prospective student volunteer has applied to log community service hours at the Dunnville Branch. The CEO will meet with this individual in January to explore the possibility of offering computer tutorials to the general public through this placement.

Two library assistants will return to work in early December following health-related leaves of absence. Cassie Charman has reviewed the Temporary Accommodation Plans (TAPs), as prepared by the municipality's Human Resources Division, for each employee to ensure that both the employee and co-workers are aware of and abide by any task restrictions and co-operate to ensure safe returns.

Branch Co-ordinator Lindsay Thomas' maternity leave began in late October and will remain in effect until November, 2023. During this time, the CEO and Cassie Charman will share Lindsay's responsibilities, offering additional hours to library assistants when need to assist with various projects.

7. Standing Items

7.1 Strategic Plan

No progress was made in October or November on Strategic Plan goals as staffing changes, budget preparations and day-to-day operations took priority.

7.2 Policies Review: HR-05 Compensation, BL-06 Meetings of the Board and BL-07 Amendment of Bylaws

HR-05 Compensation

On November 22nd, the CEO was contacted by Heather Scott, Haldimand County Coordinator, HRMS/Benefits – Human Resources, to discuss upcoming changes to annualized salaries. These changes affect only full-time, salaried employees and do not impact part-time staff who

receive hourly wages. Within the Library Division, only the CEO (1), Branch Coordinators (2), and Community Outreach/Inreach Co-ordinator (1) are full-time and salaried.

Until recently, annual salaries municipality-wide were converted to hourly rates for the purpose of payroll administration. An annual salary of \$70,000, for instance, was divided by the number of work hours in a given year (e.g. 1,825) to arrive at an hourly rate (\$38.36). This rate was then applied to the number of hours worked on a full-time employee's two-week timesheet submission. Assuming no annual inflationary increase to a full-time employee's salary and no increase due to step advancements within the employee's pay grade (from start rate gradually to full rate, typically four years), the above scenario would sometimes result in slight changes to hourly pay rates for salaried employees from year to year

Following the adoption of new payroll software, the Human Resources Division determined that the traditional practice of converting salaries to hourly wage rates on an annual basis was no longer feasible. Human Resources proposed to Senior Management that a one-time hourly conversion be calculated in 2023 and that future inflationary increases and pay grade step increases be computed as percentages of this original hourly rate, rather than on top of annual salary figures.

In 2023, there will be 1,820 work hours, which is the same number of work hours that existed in 2022, making this year an opportune time to transition to the new system of calculation. The overall impact on salaried, full-time employees will be negligible and in some years may result in slightly higher year-end pay should that year include more work hours. Going forward, salaried staff essentially become paid by the hour, rather than having their annual salary converted and spread out over however many work hours exist in a given year.

An example comparing the existing calculation method and the proposed approach was presented in tabular form in the Board package for further clarification.

According to *Policy HR-05 Compensation, Section 1, Pay Equity*, "The Library is included in the pay equity plan and processes established for Haldimand County ... " and, under *Section 2, Salary Administration*, "an employee shall be paid at the rate of pay established for the position in accordance with the Haldimand County Public Library Board Salary Schedule, as approved by Haldimand County Council from time to time ..." Because the policy refers only to pay plans and rates approved by Council and does not specify how those rates are computed, both the CEO and Heather Scott agreed that no changes to Policy HR-05 Compensation are necessary. The above explanations were therefore presented to the Board as information.

BL-06 Meetings of the Board and BL-07 Amendment of Bylaws

Of the Haldimand County Public Library Board's seven by-laws, five were reviewed within the past two years: *Statement of Authority, Composition of the Board, Terms of Reference of the Officers, and Terms of Reference of the Committees* at the March 25th, 2021 Board meeting and *Powers and Duties of the Board* at the October 27th, 2022 meeting. The remaining two by-laws, *BL-06 Meetings of the Board*, and *BL-7 Amendment of Bylaws*, were reproduced in the Board package for review.

BL-06 Meetings of the Board

The CEO recommended amending *Section 1 (Types of Meetings), Item 2* of the Bylaw to reflect the Province's late 2019 **Ontario Public Libraries Act** change to the required number of Board meetings from 10 (ten) to 7 (seven), with the following wording: **"the Board shall hold at least seven regular meetings in each year"**.

22-47 **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald

THAT *BL-06 Meetings of the Board, Section 1, Item 2* be amended to state: ***the Board shall hold at least seven regular meetings in each year.***

CARRIED.

BL-07 Amendment of Bylaws

No changes to By-law BL-07 Amendment of Bylaws were recommended or approved.

7.3 Reporting Requirements: Draft 2023 Operating Budget

In October, the CEO prepared the draft 2023 Operating Budget with guidance from the Finance Division and Haldimand County Senior Management to aim for a 0% increase over 2022 operating budget figures. Due to a number of very significant expense increases and revenue reductions, the CEO was unable to meet the 0% target; however, a change of \$14,725, representing a 1.9% budget increase, was achieved and deemed reasonable for submission. This increase did not include any changes to salaries, wages and benefits, which are calculated by the Human Resources Division and which divisional managers are not typically asked to control or reflect in budget submissions.

The key drivers constituting the \$14,725 increase included anticipated shortfalls in fines revenues at all branches except Cayuga, price increases to most electronic databases (OverDrive, Freegal, Ancestry, etc.), high building maintenance and repair costs being experienced at the Dunnville Branch, and expected reductions in computer printout revenues at the Caledonia Branch. Additionally, a budget of \$2,500 for snow removal at the Hagersville Branch was added.

The CEO will meet with Haldimand County CAO, Craig Manley, and senior Finance Division staff on December 19th to review the submitted draft budget. Figures are subject to change following this meeting as well as upon review by Haldimand County Council in early 2023.

The draft 2023 Operating Budget was included in the Board package along with a summary of key drivers and approval of the draft was requested through Board motion.

22-48 **MOVED** by Mary Kent, **SECONDED** by Rob Shirton

THAT the *Draft 2023 Operating Budget* as submitted by the CEO be approved.

CARRIED.

8. New Business

8.1 New Business

No new business.

8.2 CEO Performance Appraisal

22-49 **MOVED** by Rob Shirton, **SECONDED** by Pat MacDonald
THAT the meeting go in-camera at 5:05 pm to discuss the CEO's annual performance appraisal.
CARRIED.

22-50 **MOVED** by Malcolm Millar, **SECONDED** by Jo Geary
THAT the meeting come out of camera at 5:23 pm.
CARRIED.

8.3 COVID-19 Vaccine Passport Laminations

In September, 2021 the Province of Ontario began requiring residents to provide proof of vaccination status to access certain businesses and settings. Library staff began assisting residents to access, print, and laminate the enhanced vaccination certificates, or "passports", at this time. Hundreds of passports have been laminated, without charge, since September, 2021 and many residents have expressed their gratitude for this service. In early summer, 2022, the requirement to present vaccination passports to enter most establishments was lifted by the Province. A limited number of institutions still require vaccination status documentation, namely health and longer-term care facilities, as do some international travel destinations.

Since passport requirements have been largely lifted and since lamination procedures involve considerable staff time and a cost to the library, some library staff had suggested to the CEO that the service should be eliminated. The CEO, however, favoured continuing the service to maintain goodwill among its recipients, namely senior citizens and, after some discussion, Library Board members agreed with this approach.

9: Date and Place of Next Meeting

The next meeting is scheduled for Thursday, January 26th, 10:00 am at the Cayuga Branch.

10: Adjournment

22-51 **MOVED** by Malcolm Millar, **SECONDED** by Rob Shirton
THAT the meeting adjourn at 5:40 pm.
CARRIED.

Linda Van Ede, Chair

Date

agenda Item 10: Adjournment