



**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  
January 26, 2023  
Cayuga Library, Program Room, 10:00 am.

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

### 1. Call to Order

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

### 2. Adoption of Agenda

**23-01** **MOVED** by Pat MacDonald, **SECONDED** by Mary Kent  
**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

**23-02** **MOVED** by Mary Kent, **SECONDED** by Jo Geary  
**THAT** the Minutes of December 08, 2022 be adopted as circulated.  
**CARRIED.**

## 5. Staff and Board Reports

### 5.1 *Cash Flow Statement, December 2022.*

The December Capital project statement included postings to collections accounts that occurred in November; those postings were not available for inclusion in the December Board package. Several other transactions related to other capital projects remained unavailable upon production of the December 2022 statement. The CEO will work with Finance staff early in 2023 to obtain final 2022 status reports once available. Numerous postings related to 2022 expenditures were expected to occur in January and early February as invoices received in late December continued to be processed.

**23-03** **MOVED** by Mary Kent, **SECONDED** by Jo Geary  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

### 5.2 *Monthly Activity Report, December 2022*

The report was received as information.

### 5.3 *New Hagersville Branch*

No new business.

## 6. Business Arising

### 6.1 *Staffing Changes*

The CEO and Branch Coordinator, Cassie Charman, began orientation and training sessions with new on-call library assistant Bonnie Hand in December. These sessions will continue in January, readying Bonnie for circulation desk work in February, 2023.

Two library assistants returned to work in early December following health-related leaves of absence. Temporary Accommodation Plans were completed successfully by both employees, who have now returned to their normal schedules without further accommodations required.

## 7. Standing Items

### 7.1 Strategic Plan

#### **Make It Easy: Remove Barriers**

##### **Action 1.2.3 Collection Re-coding and Re-location**

In late December, the CEO met with Dunnville Branch Library Assistant, Ashley Lalonde, to review that branch's adult non-fiction history collection and develop a simplified classification scheme. The simplified scheme, which will employ two numerical digits rather than multiple digits as used in the Dewey Decimal system, will render the collection easier to shelve, easier to browse, and easier to keep in order. The same approach was used at the branch in 2017 during the expansion and renovation project, following which cookbooks, home and garden titles, and craft books were shelved in the *Be Creative* room in separate categories and with two-digit-only codes. Similar collections were separated and recoded at the Cayuga branch when the new facility opened in late 2019. Patron response to the renumbering and re-location of these sections of the non-fiction collection have been very favourable and for that reason, the decision was made to expand the project. Similar work is under consideration at the Caledonia branch following 2023's re-carpeting and re-painting project.

Simplified numbering systems not only save staff time but they make classifications easier to understand and locate for library patrons, many of whom have not learned the Dewey Decimal system or the meaning of its scheme in school. Separating non-fiction collections into distinct sections, or "genres", lends itself best in situations where the non-fiction shelving itself is separated or disrupted, such as a wall of shelves that is not parallel with floor-standing shelving banks or within a small room or distinct area. While final decisions have yet to be made regarding the replacement of shelving units at the Caledonia Branch following the re-carpeting project, the CEO has suggested to staff that the adult non-fiction ranges be repositioned and possibly shortened to encourage browsing, allow for greater visibility from the service counter to the youth room, and create a more pleasant "bookstore" feel.

Pat MacDonald and Mary Kent requested that the CEO provide examples of the new classification scheme in the March, 2023 Board package.

### **7.2 Policies Review: OP-13 Information Services and HR-06 Performance and Discipline, Section 1, Part 5**

#### **OP-13 Information Services**

The Library Board's policy on information services was reproduced for Board review. *Section 7 of Policy OP-13* refers to the recording of information requests that have or have not been answered satisfactorily during the annual survey week. The survey, conducted once annually and traditionally during the month of November, remains in existence and together with other circulation, financial and personnel statistics is submitted to Province in order to qualify for the annual Public Libraries Operating Grant (PLOG). The survey, however, no longer requires libraries

to track the success or failure of information request responses, only the number of requests received and the format in which they were received (in-person, over the phone, or via email).

The CEO therefore recommends amending *Policy OP-13, Section 7* to remove the text “ ... *and which requests have or have not been answered satisfactorily.*”

**23-04** **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary

**THAT** Policy OP-13, Section 7 be amended to remove the text “... *and which requests have or have not been answered satisfactorily.*”

**CARRIED**

### **HR-06, Performance and Discipline, Section 1, Part 5**

Section 1 (Performance Reviews) of Policy HR-06, Performance and Discipline, was reproduced for Board review. Board members decided to defer discussion of this policy until the next meeting when a revised policy will be submitted from the CEO Performance Appraisal subcommittee.

### ***7.3 Reporting Requirements: Draft 2023 Operating Budget***

The CEO met with Haldimand County CAO, Craig Manley, and senior Finance Division staff on December 19<sup>th</sup> to review the submitted draft operating budget. Both the CAO and Finance staff were satisfied with the submission and recommended only a few minor changes in budget descriptions. No changes were made to any account budget figures. The Library’s draft 2023 operating budget will be included with those from other municipal divisions and presented to Council in early 2023 for approval.

## **8. New Business**

### **8.1 New Business**

No new business.

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

The next meeting is scheduled for Friday, March 24, 2023, 10:00 am at the Dunnville Branch, Garfield Disher Room.

**10: Adjournment**

**23-05** **MOVED** by Malcolm Millar, **SECONDED** by Jo Geary  
THAT the meeting adjourn at 12:02 pm.  
**CARRIED.**

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Linda Van Ede, Chair

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Date