



**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  
June 22, 2023  
Jarvis Library, Meeting Room, 10:00 am.

<b>Present:</b>	Pat MacDonald, Chair	Adrienne Johnston
	Linda Van Ede	Paul Diette, CEO
	Mary Kent	<b>Regrets:</b>
	Grace Main	<i>Jo Geary, Vice-Chair</i>
		<i>Shelley Ann Bentley, Mayor</i>

### 1. Call to Order

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

### 2. Adoption of Agenda

**23-24** **MOVED** by Grace Main, **SECONDED** by Linda Van Ede  
**THAT** the Agenda be adopted as circulated.

### 3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

### 4. Approval of previous Minutes

**23-25** **MOVED** by Adrienne Johnston, **SECONDED** by Mary Kent  
**THAT** the Minutes of May 18, 2023 be adopted as circulated.  
**CARRIED.**

### 5. Staff and Board Reports

**5.1** *Cash Flow Statement, May, 2023.*

**23-26** **MOVED** by Mary Kent, **SECONDED** by Adrienne Johnston  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

## **5.2 Monthly Activity Report, May, 2023**

The report was received as information.

## **5.3 New Hagersville Branch**

On May 17<sup>th</sup>, two public consultation sessions on the new Hagersville Library + Active Living Centre project were held at the Hagersville Arena, Almas Room. The CEO was in attendance at both sessions along with all other members of the Project Planning Team and architects Kyle Slote and Bill Curran. Approximately 12 members of the public attended the afternoon session and approximately 35 residents appeared for the evening session. No comments or suggestions regarding changes to proposed library spaces were received; however, numerous proposals for Active Living Centre modifications were recorded, including:

- *Facility washroom location is hidden from gymnasium - a visible corridor from the gymnasium to the bank of washrooms should be planned;*
- *The new ALC program room should be enlarged to accommodate larger meetings by user groups such as the Lions and Chamber of Commerce. The increased space will also accommodate users with mobility issues and using scooters or wheelchairs;*
- *Green initiatives such as rooftop solar panels;*
- *Outdoor pavilion space should be rentable and should include tables and chairs;*
- *Addition of ALC change rooms;*
- *Addition of storage or storage lockers and coat room spaces;*
- *Addition of wall pads in gymnasium for safety;*
- *Consideration of window coverings in gymnasium;*
- *Improved access to ALC kitchen and service corridor from outdoors and for delivery purposes;*
- *Kitchen equipment should be of commercial grade;*
- *The number and size of mobile display units within the lobby area should be increased to accommodate both Library and Heritage Division exhibits;*
- *Consider reducing size of OPP space by as much as 50%, re-allocating that space to the ALC;*
- *Consider proving additional road access from Highway 6 to site;*
- *Desire for more detailed plans for future trails connecting site to adjacent neighbourhoods;*
- *Control of vehicles using service road between arena and new facility and considerations given to pedestrian safety;*
- *Addition of portable stage in gymnasium to allow for special events and activities.*

The Project Planning Team met on May 25<sup>th</sup> to discuss feedback received during the May 17<sup>th</sup> public consultation sessions. Several of the suggestions brought forward were accepted and Team members will share changes with the architects for incorporation into building plans. Namely, the need for a larger ALC program room was unanimously supported and reconfiguration of the kitchen space for improved access was also deemed important. The architects will also be asked to reconfigure exhibit space within the lobby and investigate display unit options to ensure local

history and items of community interest are showcased well. The majority of group members considered it unnecessary to change the location of public washrooms.

Mike Evers, General Manager of Community & Development Services, will prepare a report to Council outlining and justifying the needs for larger ALC spaces among other project issues. The report will include a proposed reduction to OPP space, from 49.3 square metres to 33.1 square meters; lead architect Kyle Slote reconfigured the OPP space following public consultation session feedback.

Additional discussions regarding the separation between the library and lobby as well as the location and after-hours accessibility of the library's program room took place at the May 25<sup>th</sup> meeting. The Team agreed to request that the architects reconfigure the lobby entrance to allow for a separate library program room vestibule, one which can be accessed after-hours and that the library public washroom also be relocated so that it can be accessed from the program room after-hours. The CEO also insisted that the barrier between the library and lobby consist of a glass wall rather than a retractable gate and suggested that a large portion of that wall could take the form of a local history exhibit unit, similar to that which divides museum and library space at the Cayuga branch.

Katrina Schmitz, Manager of Community Development & Partnerships, contended that a library program room accessible and rentable after hours will impede rentals of the proposed ALC program room given that Library Board rental rates are considerably lower than those set by Council for municipally-operated facilities and that two different rates being charged at the same facility will generate public confusion and frustration. Katrina suggested that the Library Board should consider increasing its meeting room rental rates to match County rates at this particular facility and the CEO stated that the Board's policy on room rental rates would be reviewed at an upcoming Board meeting.

The most recent concept floor plan, featuring library space, was reproduced in the Board package.

In late May, Project Manager Jessica Ignaszak shared with Team members a precedent image package prepared by the architects. The package included approximately 120 images of building exteriors and interiors, many representing public libraries and community centres, along with an image voting form. Team members were asked to express their reactions to each image with either a "Yes" (Like), "No" (Dislike), or "Maybe" (Ambivalence) and add any relevant comments. The precedent image package was shared with Board members and Board responses will be compiled with those from the Team members. All responses will aid the architects in determining exterior and interior facility design preferences.

## **6. Business Arising**

### **6.1 Personnel**

#### **Library Assistant, On-Call Position**

In early May, the CEO and Branch Coordinator Cassie Charman evaluated applications to the posted position of Library Assistant, On-Call. This position became vacant in April when Kaela Graham, who originally held the role, assumed consistent part-time shifts at the Caledonia Branch, covering Amilia Lindsay's maternity leave. Interviews were held on May 15<sup>th</sup> and Susan McPherson was later offered the position. Training will take place throughout June and shifts will be scheduled for Susan beginning in July.

#### **Student Page, Selkirk Branch**

Selkirk Branch student page Kim Sherk submitted her resignation letter to the CEO in late May. Kim will be leaving the library at the end of July in order to attend university this autumn. The position of student page will be posted in June with recruitment and training procedures planned for July.

#### **Canada Summer Jobs Grants**

In December, 2022, the CEO applied to Employment and Social Development Canada to receive two Canada Summer Jobs grants, each consisting of 30 hours per week for 8 weeks. The Library has consistently received CSJ grants for well over twenty years and the funds have enabled the Library to employ young adults over the summer to deliver children's programs and cover other staff members' vacation schedules. As of June 16<sup>th</sup>, the CEO had received no confirmation from Employment and Social Development Canada as to the status of the grant applications. Many CEOs from other public library systems throughout Ontario have reported that their applications had either been rejected or significantly reduced.

In late May, the CEO and Branch Coordinator Cassie Charman prepared summer schedules for the Caledonia and Dunnville branches assuming CSJ positions were not forthcoming. Savings in the system's overall personnel budget achieved through the gapping of a branch coordinator's position during maternity leave allow for additional hours to be offered to existing student pages throughout July and August. Both the CEO and Branch Coordinator are confident that the proposed schedules will meet summer programming and vacation coverage needs.

#### **Haldimand County Compensation Policy Review Project**

In mid-April the Haldimand County Human Resources division announced that Council had approved a one-time project to assist the municipality in validating and enhancing its corporate compensation program. Revisions to the compensation program constitute a key element in

Haldimand County's *Net Better Off* strategy, which aims to address ongoing and escalating challenges in both staff recruitment and retention. As part of the project, Human Resources personnel prepared a three-phase compensation policy review plan. The first phase, completed in April, consisted of an audit of current compensation practices, identifying areas to modernize the program and address gaps. The second phase involves updates to corporate job information documents, including job descriptions, market ads to be used when position vacancies are posted, and job evaluation criteria.

Human Resources Manager Megan Jamieson reached out to the CEO in May to discuss the inclusion of Library staff positions in the policy review project. The CEO stated that while Library staff are employed by the Library Board rather than the municipality, it was important to maintain an accurate and up-to-date alignment of the Board's salary schedule with that of the County in order to maintain pay equity compliance. To that end, the CEO agreed to have Library positions included in the project. Throughout June and as part of the second phase of the review, the CEO will be completing forms provided by Human Resources to update job descriptions for each Library Division position and will consult with staff members to ensure those descriptions reflect current and true job expectations and functions.

The third phase of the project consists of a compensation review process using new and improved tools. During this phase, a consultant will recommend accurate job bandings, market compensations, pay equity measures and go-forward best practices. It is important to note that the compensation policy review plan targets only non-union staff and is intended to achieve external competitiveness, pay equity compliance, internal equity, and preparedness for future growth issues within the municipality. While the outcome may result in some non-union positions receiving greater pay rates, the overriding goal is to ensure the County is using best practices and embedding them in its Human Resources policies, job documents and marketing ads. Human Resources staff have also assured all divisions that the project will not lead to any employee's pay being reduced.

## **6.2 2022 CEO Evaluation**

Board Chair Pat MacDonald confirmed that no additional changes to the 2022 CEO Evaluation form, significantly revised for 2021, are forthcoming and that the nature of the document continues to be a self-evaluation.

Formation of an Evaluation Committee was discussed and it was suggested that all Board members except those who joined the Board after 2022, being Adrienne Johnston and Shelley Ann Bentley, form the Committee. A Committee meeting was tentatively scheduled for Tuesday, August 8<sup>th</sup> at 2:30 p.m., contingent on the availability of Jo Geary.

## **7. Standing Items**

### **7.1 Strategic Plan**

No new business.

## **7.2 Policies Review: FAC-2, Appendix 1, Meeting Room Rental Fees**

Haldimand County Public Library Board *Facilities Policy 2, FAC-2 Meeting and Study Rooms*, outlines regulations for public use of branch program and meeting rooms, including use of the spaces for tutoring and exam proctoring, art and other exhibitions, and sales. The policy also covers rules for use of library study rooms, as exist at the Dunnville, Cayuga and Jarvis branches. *Appendix 1* to the policy consists of meeting room rental fees and was reproduced in the Board package. This appendix was originally adopted April 26, 2012 and, among other operational and facility policies, was last reviewed by the Board at the September 22, 2016 meeting according to a Policy Review Date table prepared in October, 2016. Rental rates following the 2016 review did not change from the rates adopted in 2012 and have therefore remained consistent for over a decade.

Katrina Schmitz, Manager of Community Development & Partnerships, has emphasized to the CEO that disparities between Library Board meeting room rental fees and Council-approved municipal room rental fees will create issues at the new Hagersville Library + Active Living Centre facility, as both parties will be offering room rental opportunities to the public. CDP staff are greatly concerned that ALC room rentals will suffer if prospective renters can book the library's meeting room at significantly lower rates. The CEO has responded thus far stating that, even at identical rates, the availability of the library program room for rentals will present competition and that the Library Board is committed to maintaining affordable, accessible meeting spaces for the public.

*Schedule G : Facilities, CDP Rental Fees for Halls, Meeting Rooms, Facilities and Event Trailers* from Haldimand County's 2023 *User Fees – Tax Operating* document were presented in the Board package for review and comparison. The majority of spaces listed in the schedule are larger than any existing or proposed (Hagersville) library meeting rooms. The Cayuga McSorley room, located on the second floor of the Cayuga Arena is the most comparable in terms of size and amenities. The hourly commercial rental fee, without alcohol, for the McSorley room is currently \$38.25 compared to an hourly commercial library rate of \$30.00. The hourly McSorley room rental fee for non-profit groups is \$23.75 compared to the equivalent library rate of \$15.00. Unlike the library rental fee schedule, the CDP Facilities rental fee schedule does not include minimum fees for either rental class (\$60 and \$30, respectively); it does, however, provide for day or evening bookings which appear to assume a 3.4 hour minimum.

In order to compare Haldimand County Public Library Board meeting room rental rates with those of other library systems in Ontario, the CEO asked library staff member Pam Stone to compile a list of rates using information available from numerous library websites. The compiled list was included in the Board package and confirmed that HCPL's rates of \$30/hr (profit) and \$15/hr (non-profit) fall close to or only slightly above both the provincial average and median. For this reason, the CEO recommended no change to those rates and therefore no amendment to *Policy FAC-2, Appendix 1*.

**23-27 MOVED** by Pat MacDonald, **SECONDED** by Grace Main

**THAT** the Board considers its existing meeting and program room rental rates to be reasonable and in line with rates charged by other Ontario public library systems;

**THAT** the Board considers its existing meeting and program room rental rates comparable to those charged by the municipality for similar facilities as per Haldimand County's *2023 User Fees – Tax Operating, Schedule G* and;

**THAT** no changes or amendments be made to Policy *FAC-2, Appendix 1, Meeting Room Rental Fees*.

**CARRIED**

### **7.3 Reporting Requirements**

No new business.

## **8. New Business**

### **8.1 Friends of the Dunnville Library Purchase Requests**

In late April, members of the Friends of the Dunnville Library approached the CEO requesting that the Library provide the Friends with a list of potential purchases. The Friends currently have approximately \$40,000 in funds and wish to begin making contributions towards items which will benefit the Dunnville Branch.

After consulting with Dunnville branch staff, the CEO prepared a “wish list” and presented the list at the May 5<sup>th</sup> Friends meeting. Vendor quotes or catalogue price listings were obtained for most items, with estimates provided for the remainder. The “wish list” was reproduced in the Board package and included study room tables, chairs, a three-tier displayer unit, an automated visitor counting system, video games, garden improvements, collection and directional signage and an OBIE gaming system, among other items.

Members of the Friends approved the purchase of study room tables and SenSource People Counters at the May 5<sup>th</sup> meeting. The decision to fund other listed items was postponed until the Friends' June 2<sup>nd</sup> meeting in order that members could deliberate further on the requests and the CEO responded to additional questions about the purchase suggestions via email. Purchases of all items listed except a plant stand replacement, sensory table, Touch2Play Family Entertainment Table and BEAM Gaming System were subsequently approved at the June meeting.

Immediately following approval notification, the CEO ordered the study room tables and the 3-tiered fiction displayer and arranged for branch staff to purchase a push-broom and duster.

An online demo of the OBIE Gaming System was arranged with the vendor and an order for the system, along with a ceiling mount mechanism for the system's projector, was placed. Library Ideas, the vendor of iVOX children's books, was contacted to arrange for an annual subscription to their collection of web-based and interactive electronic picture books. The iVOX service can also be accessed through a convenient iVOX app on tablets and smartphones. While the database will be

accessible to any HCPL member and a link to the collection will be added to the Library's website, in-house promotions of the collection will initially be limited to the Dunnville Branch. Should the collection prove popular, consideration will be given to including the annual subscription fee within the Library's database budget.

As well, the CEO arranged a meeting in early June with a staff member from Jeff's Outdoor, the current contractor for landscaping services at the Cayuga Branch, to discuss garden improvement options in Dunnville. Despite the efforts of municipal summer students to maintain the Dunnville Branch's gardens, several garden beds have become overgrown with bindweed and numerous other invasive species. Jeff's Outdoor will prepare quotes with priority given to the removal of weeds and the addition of new mulch throughout. Transplantation of several hostas, additional plantings to fill in sparse areas, and decorative stones for small garden spaces below the memorial Harvard airplane, are under consideration and will be quoted separately.

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

The next meeting is scheduled for Thursday, September 21<sup>st</sup>, 10:00 am at the Selkirk Branch Lower Back Meeting Room.

#### **10: Adjournment**

**23-28** **MOVED** by Linda Van Ede, **SECONDED** by Grace Main  
THAT the meeting adjourn at 12:20 p.m.  
**CARRIED.**

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Pat MacDonald, Chair

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Date