

Staff Report

To: Mayor Bazinet and Members of Council
Report From: Andrea Fisher, Director of Legislative Services/Clerk
Meeting Date: March 17, 2024
Subject: Library Facilities and Services Agreement with the Huron County Library Board
Attachment(s): 1.) Draft Library Facilities and Services Agreement

Recommendation:

That Council receive the report regarding the Library Facilities and Services Agreement with the Huron County Library Board;

And Further That Council direct the Director of Legislative Services/Clerk to prepare a By-Law for the April 7, 2025, Council meeting to authorize the Mayor and Clerk to sign on behalf of Council, an updated Library Facilities and Services Agreement for the Goderich Branch.

Report Summary:

For Council to consider an updated Library Facilities and Services Agreement (Goderich Branch), with the Huron County Library Board.

Background/Analysis:

In 2001, the Huron County Library Board entered into Facilities and Service Agreements with local municipalities for the continued use of municipal facilities across the County. The Town of Goderich entered into an agreement which applied to the Goderich Library Branch. The 2001 agreement is terminated only upon notice by either the Town or Library Board.

The current facility agreement has not been updated in many years. To ensure modern library service, it was important to revise the agreement to better reflect the actual use and management of library facilities. The draft Library Facilities and Services Agreement attached hereto is relatively unchanged from the 2001 version and is based on the current level of service provided to the Goderich Library branch. The County Librarian and Director of Cultural Services hosted a meeting with all local municipal branch hosts to review the draft agreement. With Council support, all local municipalities hosting a branch of the Huron County Library within their municipality will enter into separate, but identical agreements. The term ends only when one of the parties gives six (6) months' notice to the other party.

Changes since 2001:

- "Section A" of the Agreement addresses the responsibilities of the Town and are reflective of the current level of service provided. With Section A(d) and A(m) the words "as deemed necessary by both parties" have been included. Section A(l) is new to the agreement but reflects current practice. Security is the responsibility of the local municipality.

- “Section B” of the Agreement has added that the Huron County Library Board shall be responsible for surveillance of interior spaces of the library, as deemed necessary.
- “Section C” Health Emergency” is new to the agreement and reflects practices considered acceptable during the recent pandemic.
- “Section D” relates to new or major renovations or improvements. The words “initially discussed at the staff level” have been included. Any major capital projects will be jointly planned by the Town and Library Board.
- “Section E” requires that Town staff provide Library staff with seven (7) days’ notice for any planned maintenance if the work will impact the library’s ability to open to the public.
- “Section F” requires that the Town provide the library administration with at least seventy-two (72) hours’ notice of any planned work (normal maintenance and upkeep).
- “Section G” is a new conflict resolution paragraph confirming that any unresolved dispute shall be submitted to the Library Board and the local Council for consideration and resolution.
- “Section H” extends the termination notice period to a reasonable six (6) months from the original thirty (30) day termination notice in the 2001 Agreement.

Custodial Services have been detailed in Schedule “A” of the Agreement.

Linkages:

Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure

Financial Impacts/Source of Funding:

There is no financial impact at this time. Funding received for library services is in accordance with the Huron County Library Board Service Delivery Model Policy.

Consulted With:

Beth Rumble, Director of Cultural Services for the County of Huron
Working Group – Huron County Library Branch Host Municipalities

Approved By:

Janice Hallahan, Chief Administrative Officer