

**Meeting of the Brantford Public Library Board  
Thursday, March 29, 2018  
Main Library Boardroom, 4:30pm – 5:45pm**

**Vision Statement**

**A community connected through innovation, discovery, and creativity.**

**MINUTES**

**Members Present:** M. McGeein (chair), N. Church (vice-chair), Councillor L. Kings, P. MacKenzie, B. Wyatt, J. Heath.

**Regrets:** C. Freibauer; Councillor J. Utley, Councillor L. Kings, C. Mann

**Staff Present:** K. Goodhue, K. Symons, R.-L. Aramburo, J. Clark, K. Cartwright, Z. Ozols.

**Recording Secretary:** J. Geerts.

**1. APPROVAL OF THE AGENDA**

27-18                      MOVED BY:            B. Wyatt  
                                    SECONDED BY:        J. Heath

That the agenda for the March 29, 2019 Board Meeting be approved as amended.

Carried.

Move ITEM 7a Draft Audited Statements, to be discussed after ITEM 3.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**7. RESOLUTION REPORTS**

**a.**     Draft Audited Statements

28-18                      MOVED BY:            B. Wyatt  
                                    SECONDED BY:        J. Heath

The Library approve the 2017 Audited Financial Statements as prepared by Management and Audited by Millard, Rouse and Rosebrugh.

Carried.

K. Symons provided a brief overview on items that impacted the 2017 audited statements, and introduced Jennifer Chowhan, Associate from Millard, Rouse and Rosebrugh and provided the Board with a report on the draft 2017 Financial Statements are of a clean opinion.

She pointed out several items in the statements that occurred in 2017:

- Prepaid expenses and liabilities are much higher as a result of the Façade project and in 2018 when the project is complete this will transfer to the library as an increase to tangible capital asset.
- A possible payroll liability identified by the Library Board
- Materials ordered but not yet received in 2018
- Library costs for post-employment / retirement benefits employees on an OMERS pension are actuarial valuations

A representation was signed by CEO and Business Administrator signing off they provided all information requested of them from MRR. There were no misstatements, no unadjusted differences. Jennifer reported they have an excellent relationship with Management and there were no deficiencies in internal Audit control.

The Board was also advised of new accounting standards to be implemented for Non Profit organizations in 2018 that will require disclosure and increased standards in order to prepare and evaluate the Financial Statements.

**4. APPROVAL OF THE MINUTES OF March 8, 2018**

29-18

MOVED BY: P. MacKenzie  
SECONDED BY: N. Church

That the minutes of the March 8, 2018 Board Meeting be approved.

Carried.

**5. APPROVAL OF THE IN CAMERA MINUTES March 8, 2018**

30-18

MOVED BY: P. MacKenzie  
SECONDED BY: B. Wyatt

That the minutes of the March 8, 2018 In Camera session of the Board Meeting be approved.

Carried.

**6. BUSINESS ARISING FROM THE MINUTES**

None.

**7. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

**b. CEO / Chief Librarian Search Consultant**

31-18

MOVED BY: P. MacKenzie  
SECONDED BY: J. Heath

The Library accepts the recommendation from the Search Committee to send out a Request for Quote to all 3 Search Consultants who were interested in the Library's recruitment for a CEO / Chief Librarian.

Carried.

Members of the Search Committee reviewed the HR Manager's summary on the search consultants who were contacted re the recruitment for a CEO / Chief Librarian. K. Cartwright reported all three consultants who agreed to participate are fairly equal. Purchasing Manager recommended the board be very specific in the RFQ by separating out each item and itemizing a cost for travel, copying, etc.

**8. INFORMATION REPORTS**

**a. Construction Update**

New front doors of the Library will open for public use on Tuesday April 3 at 9am.

K. Symons reported the overall project has come in on budget, after any holdbacks and invoices are paid.

The roof leak reported to the Board earlier in March has been repaired and any drywall damage will be patched by April 27<sup>th</sup> for the Grand Opening Ceremonies. Contractor will be made aware of the damages.

Staff are working out some bugs in new Library equipment, warranties are in place and some identified deficiencies are yet to be resolved.

**9. COMMITTEE REPORTS**

**A. Review Committee**

**a. Draft Committee meeting minutes March 26, 2018**

Board will receive Draft Committee meeting minutes at next board meeting.

**B. Planning and Policy Committee**

**a. Draft Committee meeting minutes**

No meeting.

**C. Governance Committee**

**a. Draft Committee meeting minutes**

No meeting.

**E. SOLS -**

Next Trustee Council meeting Saturday, April 21 to be held at Brantford Public Library.

**10. NOTICE OF DISCUSSION**

**11. OTHER BUSINESS**

**a. Letter of Support**

CEO will respond to the City's request for a letter of support to apply for an award for the new artwork mounted on the outer NW wall of the library in commemoration of Lawren Harris.

**b. Chamber Event**

Business after Hours Chamber event will be held at the Library on April 10 5pm – 7pm.

**12. NEXT MEETING DATE**

April 19, 2018 at 4:30pm

**13. ADJOURNMENT**

Board Chair declared the meeting adjourned at 5:45 p.m.