

**Meeting of the Brantford Public Library Board
Thursday, December 13, 2018
Main Library Boardroom, 4:30pm – 5:30pm**

Vision Statement
A community connected through innovation, discovery, and creativity.

MINUTES

Members Present: M. McGeein (chair), P. MacKenzie (vice-chair), B. Wyatt, C. Mann, J. Heath, C. Freibauer.

Regrets: N. Church, Councillor Utley, Councillor J. Wall.

Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Cartwright, K. Nielsen.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

99-18 **MOVED BY:** B. Wyatt
 SECONDED BY: C. Freibauer

That the agenda for the December 13, 2018 Board Meeting be approved as amended.

Carried.

Add under ITEM 8 INFORMATION REPORTS 8 e. Library Board Member appointments.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

R.-L. Aramburo, CEO / Chief Librarian, introduced BPL's newly appointed Manager, Public Services - Kelly Nielsen. Ms. Nielsen has been working at BPL as Coordinator – Customer Engage, and was the successful candidate for the Manager position starting on November 26 2018.

4. APPROVAL OF THE MINUTES OF November 15, 2018

100-18 **MOVED BY:** C. Mann
 SECONDED BY: B. Wyatt

That the minutes of the November 15, 2018 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

a. First Annual Board / Staff Holiday Celebration

Many Library staff have thanked Board Chair, M. McGeein for the Board Support for the first ever Board / Staff Holiday Celebration. There were 64 Board Members, staff and guests in attendance at this event held at Sherwood Restaurant, Brantford.

7. RESOLUTION REPORTS

a. 2019 Board meeting dates

101-18

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

WHEREAS the Organizational By-Law Section 8.02 states regular Board meeting dates be set in the preceding year;

BE IT RESOLVED that the Regular Library Board meeting dates are:

- Thursday, January 17, 2019
- Thursday, February 21, 2019
- Thursday, March 21, 2019
- Thursday, April 18, 2019
- Thursday, May 16, 2019
- Thursday, June 20, 2019
- Thursday, August 22, 2019 (approve 2020 draft budget)
- Thursday, September 19, 2019
- Thursday, October 17, 2019
- Thursday, November 21, 2019
- Thursday, December 19, 2019

Carried.

b. Reciprocal borrowing agreement with Six Nations Public Library

102-18

MOVED BY: P. MacKenzie
SECONDED BY: C. Mann

WHEREAS it was approved that Brantford Public Library and Six Nations Public Library work together to develop a mutually agreed upon reciprocal borrowing agreement, to be implemented in 2019,

BE IT RESOLVED THAT the Board approve the Reciprocal Borrowing Agreement between Six Nations Public Library and Brantford Public Library as presented.

Carried.
1 opposed.

The CEO will reach out to New Credit Library at a later date to see if there is an interest to have a reciprocal borrowing agreement with Brantford Library. The Board suggested we give the reciprocal borrowing agreement with SNPL a 6 month trial period and see if there are any requests from NCR for the same agreement with their residents.

As discussed with Six Nations Library CEO, if residents do not currently have a membership at SNPL, the applicant will fill out 2 memberships (for each library) and SNPL memberships will be forwarded onto SNPL CEO. A library book borrowed from BPL must be returned to Brantford and all current rules and fines will apply under the reciprocal borrowing agreement.

Library staff will monitor reciprocal borrowing with SNPL for any problems report back to the Board in 6 months. Agreement will go live January 2019, and will be publicly announced after Board Chair and CEO meet with our Council Representatives.

2019 Budget is being presented to the Council on Jan. 23, 2019. The Board will express their intent to pursue a Reciprocal Borrowing arrangement with Brant County in 2019.

c. Pay Equity / job evaluation consultant fees

103-18

MOVED BY: B. Wyatt
SECONDED BY: J. Heath

WHEREAS completion of the Job Evaluation and Pay Equity is a top priority for 2019;

AND WHEREAS the funding previously approved is not adequate to complete the project;

BE IT RESOLVED that an upset amount of \$22,500 be funded from the Grant Opportunities and Project Fund for completion of the project and for additional interim Human Resources support as needed;

AND FURTHER THAT section 8.03 of the Library's Purchasing Policy be waived to proceed with the awarding of additional consulting and legal fees required to complete the project.

Carried.

Kathleen Cartwright, HR Manager, reported that in relation to a report coming forward, there were a couple of appeals out of the Job Evaluation process but that there was no impact to overall JE process.

d. Laurier MOU

104-18

MOVED BY: C. Mann
SECONDED BY: C. Freibauer

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a Memorandum of Understanding for the past 20 years to provide library service for the Brantford campus;

AND FURTHER THAT this agreement has benefitted both the Brantford Public Library and the Wilfrid Laurier University – Brantford campus over the term of that agreement;

THEREFORE BE IT RESOLVED THAT the Board approve the Wilfrid Laurier University Memorandum of Understanding for 2019 for \$132,540.

Carried.

Board inquired about the inclusion of Conestoga Students under our MOU with Laurier. There is a MOU between Laurier and Conestoga that students taking Laurier Courses are considered students of Laurier and fall under the current MOU. Programs that are Conestoga College students only do not fit into the MOU between BPL and Laurier.

There is no MOU between Conestoga Library and BPL. Conestoga Students that live in Branford can already get a library card to borrow our resources. One major difference between the educational institutions is that BPL does not house a collection to support Conestoga Courses.

8. INFORMATION REPORTS

a. CEO Narrative

CEO highlighted:

- 70 % of Library staff have participated in CPI's Prepare Training program initiated by Manager Business Services. This Foundation Course is being rolled out as mandatory training for all staff and new hires.
- BPL is pleased to welcome Kelly Nielsen, to the role of Manager - Public Services.
- Class D estimates for the Southwest Development project are developing, at first glance it appeared the estimate showed Library at 10,000 sq. ft. less than what the library needed. When reviewed with City, the amount was actually including the library in partnership with school library as a shared facility to total 18,500 sq. ft.

A Subcommittee is to be formed to hammer out the finer details of what each facility needs. When the School Boards does submit their request for funding, amount will be based on anticipated enrolment for the school.

b. Financial Statements October 2018

Financial Statements for October 2018 were received.

There will be additional costs to Library security as the Library increased its security coverage to have a Guard on sight for the open hours of the library. There was \$18,000. requested in the 2019 Unmet Needs as part of the budget submission. Library staff will tracked the number and types of incidents that are happening in the library to justify and support the need for a full time security guard.

c. Program highlights

This report is meant for Board information of upcoming events at BPL January to April 2019.

d. 2018 Employee & Labour Relations

BPL has had a good year, seeing a lot of staffing changes and implementing a new service model. Kathleen Cartwright HR Manager made sure that the Job Evaluation and Pay Equity project moved along. K. Cartwright reported Bill 148 had no instrumental costs to the library.

Board Chair expressed her thanks on behalf of the Library Board for all Kathleen's work done, it was a pleasure working together and the CEO recruitment was great experience and success.

e. Board Appointments

The CEO received the following information from the City Clerk's Office regarding Library Board appointments:

"There are currently 7 Citizen member vacancies but unfortunately, only 7 applications were received.

The Appointments Committee has made the following recommendation that will be considered by City Council at its meeting on December 18th:

Extension of Deadline for Brantford Public Library
Board Applications

THAT the Clerk BE DIRECTED to extend the deadline

for applications to the Brantford Public Library Board to Friday, January 18th 2019 and to schedule a meeting of the Appointments Committee on January 29, 2019 to consider the appointment of members to the Brantford Public Library Board in advance of the February 1 2019 deadline prescribed under subsection 10(4) of the Public Libraries Act, R.S.O. 1990.

The deadline is simple being extended to give as many residents as possible the opportunity to consider applying for membership on this local board. The Clerk office will hold onto all applicants and submit to the Appointments Committee following the extended application deadline.

The Public Library Act does provide that the term of existing members would continue until successors are appointed, so the Board is still able to meet and conduct business until successors are appointed.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes December 10, 2018

Draft Committee meeting minutes were received.

b. CEO goals / evaluation process

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

105-18

This assembly adjourn to an In Camera session at 5:16 pm to discuss personnel item.

Carried.

B. Planning and Policy Committee

No meeting.

C. Governance Committee

No meeting.

D. SOLS

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

12. NEXT MEETING DATE

January 17, 2019 at 4:30 pm

13. ADJOURNMENT

109-18

MOVED BY: C. Mann

That the Board meeting adjourn at 5:30p.m.

Read and approved.....January 17.....2019

A handwritten signature in blue ink, appearing to read "Marco M. Lee", is written over a horizontal dotted line.

Chair