

**Meeting of the Brantford Public Library Board
Thursday, January 18, 2018
Main Library Boardroom, 4:30pm – 6:45pm**

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, C. Mann, C. Freibauer.

Conference Call Attendance: J. Heath.

Regrets: Councillor J. Utley.

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

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

01-18

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

That the agenda for the January 18, 2018 Board Meeting be approved as amended.

Carried.

Move ITEM 8 e Safe Child Policy to be discussed under Information Reports. Add under ITEM 9 f Construction Update

CEO introduced Jenifer Clark, a Laurier Student working at the Library on placement from the university. Jenifer is a 3rd year Laurier Social Work student doing a placement to assist with mental, homelessness and addictions issues for customers over 26 years. She is working closely with BPL's Child and Youth Worker.

Announcement – K-S. MacGillivray, Manager of Support Services has accepted a Branch Manager position at Mississauga PL. Congratulations!

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES OF December 18, 2017

02-18

MOVED BY: B. Wyatt
SECONDED BY: Councillor L. Kings

That the minutes of the December 18, 2018 Board Meeting be approved as amended.

Carried.

SOLS Board meeting February 2, 2018 at OLA SuperConference and SOLS Trustee meeting April 21, 2018 at Brantford Public Library.

5. APPROVAL OF THE IN CAMERA MINUTES OF December 18, 2017

03-18

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

That the minutes of the December 18, 2018 In Camera Session of Board Meeting be approved.

Carried

6. BUSINESS ARISING FROM THE MINUTES

a. Board Evaluation

Board Chair to send out evaluation to members by the end of January 2018.

7. CORRESPONDENCE

a. Condolence Card sent to former Board member Robert Taylor's Family

8. RESOLUTION REPORTS

a. 2018 Operating / Capital Budget

04-18

MOVED BY: B. Wyatt
SECONDED BY: Councillor L. Kings

WHEREAS City Council approved the 2018 Operating Budget and 2018 to 2027 Capital Plan on December 19th, 2017;

BE IT RESOLVED THAT the Final 2018 Operating Budget be approved with the City of Brantford's contribution in the amount of \$4,517,009;

AND FURTHER THAT the 2018 Capital Budget and 2019-2027 Capital Forecast as approved by the City of Brantford be approved as follows:

Project	Year	Funding Amount
Library Branch Feasibility Study	2018	\$75,000
St. Paul Branch Library HVAC Replacement	Prior Approved 2019	\$15,000 \$85,000
Main Library Carpet Replacement	2019	\$80,000
New Branch Library	2023 2024	\$500,000 \$7,425,720
Main Library Roof	2020	\$585,000

Carried.

b. Laurier MOU

05-18

MOVED BY: B. Wyatt
 SECONDED BY: Councillor L. Kings

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a Memorandum of Understanding for the past 19 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 2018 for \$136,607.

Carried.

MOU is for the Calendar year January to December 2018, and based on 2017 enrolment numbers.

c. Organizational Memberships and Requests for Sponsorship

Policy

06-18

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

WHEREAS the Brantford Public Library engages in a number of memberships that aid the library in achieving its mission and vision;

AND WHEREAS the Brantford Public Library is asked to sponsor events and initiatives from time to time;

AND WHEREAS an annual review of library memberships is required;

BE IT RESOLVED THAT the Policy - Organizational Memberships and Requests for Sponsorship be adopted and that it supersede the current Policy – Library Trustee Organization

AND FURTHER THAT memberships continue for 2018 as recommended in the report above.

Carried.

The CEO recommends this report be reviewed and reported on yearly.

d. Delegation of Authority Policy

07-18

MOVED BY: B. Wyatt
SECONDED BY: C. Freibauer

WHEREAS the adoption of a Delegation of Authority policy is good governing practice;

WHEREAS the adoption of this policy will provide clarity for the CEO and the Board on their authority;

BE IT RESOLVED THAT the Brantford Public Library Board adopt the Policy – Delegation of Authority to the CEO/Chief Librarian.

Carried.

This is a new policy that will provide clarity for the CEO and

the Board about what areas are within the authority of each.

e. Christmas Hours 2018

08-18

MOVED BY: C. Mann
SECONDED BY: B. Wyatt

It is recommended that the library's operating hours be approved as follows over the 2018 Christmas – New Year period:

Sunday, December 16, 2018	Regular hours
Monday, December 17, 2018	Regular hours
Tuesday, December 18, 2018	Regular hours
Wednesday, December 19, 2018	Regular hours
Thursday, December 20, 2018	Regular hours
Friday, December 21, 2018	Regular hours
Saturday, December 22, 2018	Regular hours
Sunday, December 23, 2018	CLOSED
Monday, December 24, 2018	9:00am – 12:30pm
Tuesday, December 25, 2018	CLOSED
Wednesday, December 26, 2018	CLOSED
Thursday, December 27, 2018	Regular hours
Friday, December 28, 2018	Regular hours
Saturday, December 29, 2018	Regular hours
Sunday, December 30, 2018	CLOSED
Monday, December 31, 2018	9:00am – 12:30pm
Tuesday, January 1, 2019	CLOSED
Wednesday, January 2, 2019	Regular hours

Carried.

f. Committee Structure

9-18

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

WHEREAS The Brantford Public Library Board wishes to govern the Brantford Public Library effectively and efficiently;

THEREFORE BE IT RESOLVED that the Board adopt the following Committees: Planning and Policy Committee, Review Committee and Governance Committee to assist with conducting the work of the Board,

AND THAT these committees would supersede the current Planning committee, Finance Committee, Human Resources Committee and Adhoc Governance Subcommittee.

Carried.

The goal of the changes is to clearly define the role of each committee and have it align with the work of the Board.

Nominating Committee

10-18

MOVED BY: C. Freibauer
SECONDED BY: B. Wyatt

That the Board Chair, Past Chair, and one member at large from the Board meet to propose a list of candidates for positions in the executive and on committees. The committee will be comprised of: Marion McGeein, Caroline Freibauer, and Penny MacKenzie.

Carried.

g. CEO Recruitment

11-18

MOVED BY: N. Church
SECONDED BY: Councillor L. Kings

That this assembly adjourn to an In Camera session at 5:07pm to discuss a personnel item.

Carried.

The Board acknowledged the work done on the CEO Recruitment report. The Board will meet on Thursday February 15th at 4:30 to discuss what they are looking for in a replacement CEO. The recruitment process will be completed by the full Library Board.

9. INFORMATION REPORTS

- a. CEO / Chief Librarian Narrative Report**
- b. Financial Statements for December 2017**

Financial statements for December 2017 were received. Manager – Business Services advised the Board it will be recommended in the year end transfers that the Furniture budget be moved to 2018 to cover expenses for the Façade project.

c. HR Staffing

Information report provided the Board with useful information for future decisions regarding Library personnel.

d. Health And Safety Staff Report

Incident reporting like disturbances, inappropriate behaviour in the library is forthcoming and not a part of this report.

e. Compliance Report

The CEO noted that a few items have been added to the report this year.

f. Construction Update

There is \$12000. remaining of the money the Board approved in December for construction. K. Symons reported the project is on budget to date. Staff are managing changes as they come in and working together to complete the project.

New carpeting was being laid January 18th. Contractors have increased manpower and are working hard to complete the project.

Self check equipment is held up in Customs and will arrive the end of January beginning of February.

Colliers reported they are confident that construction will be completed and meet the Ministry deadline.

h. Safe Child Policy

Implementing the Safe Child Policy signifies a change in philosophy about how children and caregivers are approached and will help reduce barriers for customers and give staff guidance on how to proceed.

10. COMMITTEE REPORTS

A. Finance Committee

No report.

B. Planning Committee

- a. Draft Committee meeting minutes

Draft Committee meeting minutes of January 8, 2018 were received.

C. Human Resources Committee

No report.

D. Governance Committee

No Report.

E. SOLS

10. NOTICE OF DISCUSSION

None.

11. OTHER BUSINESS

None.

12. NEXT MEETING DATE

March 8 2018 at 4:30 pm.

13. ADJOURNMENT

ADJOURNMENT

13-18

MOVED BY: C. Mann

That the Board meeting adjourn at 6:03 p.m.

Read and approved.....March 8.....2018



Chair