

**Meeting of the Brantford Public Library Board
Thursday, June 21, 2018
Main Library Boardroom, 4:30pm – 6:00pm**

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

MINUTES

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

Regrets:

Staff Present: R.-L. Aramburo (Acting CEO), K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Cartwright.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

56-18

MOVED BY: Councillor J. Utley
SECONDED BY: J. Heath

That the agenda for the June 21, 2018 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

Board Chair, welcomed Rae-Lynne Aramburo to her first meeting as Acting CEO.

The Board was introduced to Waqar Saleem, Health & Safety Intern, who was hired on a 4 month placement to assist with Health & Safety initiatives at the Library. Mr. Saleem is finishing his last placement requirement for a Diploma from Western in Health and Safety. Mr. Saleem has a background in Health Sciences.

4. APPROVAL OF THE MINUTES OF May 17, 2018

57-18

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

That the minutes of the May 17, 2018 Board Meeting be approved as amended.

Carried.

Amendment to the renumbering of Motions in minutes.

5. APPROVAL OF THE IN CAMERA MINUTES OF May 17, 2018

58-18

MOVED BY: Councillor J. Utley
SECONDED BY: B. Wyatt

That the In Camera minutes of May 17, 2018 be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

a. Thank you card from Kathryn Goodhue

Board received card from Kathryn thanking them for the lovely retirement send off.

8. RESOLUTION REPORTS

a. Workplace Harassment Policy / Workplace Violence Policy

59-18

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

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Workplace Harassment and Workplace Violence Polices;

BE IT RESOLVED THAT the Library Board approve the

Workplace Harassment Policy and Workplace Violence Policy, with no changes introduced at this time.

Carried.

b. Governance Committee Terms of Reference

60-18

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

The Board approve the revised Governance Committee Terms of Reference to include Legacy Document under Responsibilities of the Committee.

Carried

8. INFORMATION REPORTS

a. CEO / Chief Librarian Narrative Report

R-L. Aramburo reported the Public Libraries Annual Survey has been submitted.

The Library received a Crime Prevention Through Environmental Design (CPTED) assessment from Brantford Police that identified the Library's strengths and also provided suggestions for improvements that could be implemented at the Main Library to promote safety and security. Management staff reviewed the recommendations to prioritize them and make an action plan for implementation. Recommendations that have cost or policy implications will be brought to the appropriate Board committee. Councillor Kings reported the City is looking at an emergency system that will alert staff of any situations. Management confirmed that BPL does have guidelines in place for staff to use in situations of aggressive behaviour.

The programming and outreach department is working with Brant Family Children's Services (BFACS) to plan EarlyOn popup programs to take place in the library starting this summer.

b. Financial Statements April 2018

April 2018 Financial Statements were received.

K. Symons reported that the compressor for main library air conditioner will need to be replaced and RFQs for replacement will be sent out Friday June 22.

The Library received funding for Summer Read On student positions; the grant funding will be received in September.

It was noted the HR Manager salary was a contract and not reflected in the Salaries budget line, nor is pay equity reflected on the April financial statements.

c. Budget Information for City

The library received 2019 budget guidelines. There are no changes to the process for budget submission, only changes in the timelines due to election this fall.

Review Committee will meet June 27th and again prior to the August 30th Board meeting to review and approve 2019 Draft Budget. Library is scheduled to present draft budget to Estimates Committee in October and Council will likely start budget approvals in January 2019.

d. Pay Equity / Job Evaluation Update

HR Manager reported that review of pay equity for the non-union staff is in final stages.

Unionized staff received training from CUPE on filling out the job information questionnaire. Staff will submit questionnaires to their supervisors in July, those questionnaires will be reviewed in August.

e. CEO Recruitment Update

Application deadline is June 22nd.

9. COMMITTEE REPORTS

A. Review Committee

Next meeting scheduled for Wednesday June 27th at 9:00am.



B. Planning and Policy Committee

No Meeting.

C. Governance Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of May 23, 2018 were received. Next meeting, June 27 at 3:00 pm.

D. SOLS

N. Church reminded Board to appoint a new member to Trustee Council in new term. N. Church will remain on the SOLS Board for her term ending in 2020.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

a. In Camera session to discuss personnel item.

61-18

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

The meeting adjourned at 5:00pm to an In Camera session to discuss a personnel item.

Carried.

12. NEXT MEETING DATE

Thursday, August 30, 2018 at 3:00 pm

13. ADJOURNMENT

Board Chair declared the meeting adjourn at 5:04pm.

Read and approved.....August 30.....2018


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Chair