

Meeting of the Brantford Public Library Board
Thursday, May 17, 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: K. Goodhue, K. Symons, R.-L. Aramburo, J. Clark, A. Feridooni, Z. Ozols, K. Cartwright.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

44-18

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

That the agenda for the May 17, 2018 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

CEO introduced Kelly Nielsen, Coordinator – Customer Engagement who will be with BPL covering a 1-year Maternity Leave. Kelly has worked at BPL previously, and has returned here after gaining new experiences at Wellington County Public Library.

4. APPROVAL OF THE MINUTES OF April 19, 2018

45-18

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

That the minutes of the April 19, 2018 Board Meeting be approved.

Carried.

5. APPROVAL OF THE IN CAMERA MINUTES OF April 19, 2018

46-18 MOVED BY: Councillor J. Utley
 SECONDED BY: C. Mann

That the minutes of the April 19, 2018 In Camera session be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

a. In Camera Session – a matter of personnel

47-18 MOVED BY: P. MacKenzie
 SECONDED BY: B. Wyatt

That this assembly adjourn to an In Camera session at 4:34 pm to discuss items relating to personnel.

Carried.

49-18 MOVED BY: P. Mackenzie
 SECONDED BY: J. Heath

That the Board approve the recommended pay adjustment for pay equity of \$3698 for the retiring CEO.

Carried.

b. Revised Compensation Policy

The Board accepted the recommended revisions to the approved policy.

6. CORRESPONDENCE

a. Estate of Eva Emilie Katharina Tonn

The Library has been named a benefactor of Eva Tonn's estate.

b. Estate of Patrick Arthur Maloney

The Library has been named a benefactor of Patrick

Maloney's estate

c. Accessibility Award

The CEO announced that BPL has won an Accessibility Award for its new entrance project and the award will be presented at the May 29th Council meeting.

7. RESOLUTION REPORTS

a. Trust Fund Policy and Investment Plan

50-18

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

WHEREAS THE Library Board established the Brantford Public Library Trust in 1993;

AND WHEREAS THE Brantford Library Trust must be managed in accordance with the Trustee Act;

BE IT RESOLVED THAT:

1. The Trust Fund Policy be approved
2. The Investment Plan be approved

Carried.

The Trust Fund Policy states the principles and guidelines for managing the operation of the Trust Fund. The Trustee Act provides criteria for investment of the Trust Fund. An investment plan will be approved annually. Management is developing a list of potential projects to be considered by the Board for spending the funds. The list will be presented at future Review Committee meeting.

b. GRCOA

51-18

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

The Board supports the decision to discontinue the CEO's membership on the GRCOA Board of Directors.

Carried.

CEO has been a GRCOA Board member during her

employment with BPL and recommended the membership be discontinued at this time. The new, permanent CEO can evaluate this and other partnership opportunities once established in the position.

c. Use of Library Resources For Political Elections Policy

52-18

MOVED BY: C. Mann
SECONDED BY: J. Heath

The Library Board approve the recommended policy as revised.

Carried.

d. Appointment of Acting CEO

53-18

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

The Library Board appoints Rae-Lynne Aramburo CEO / Chief Librarian (Acting) of Brantford Public Library, effective June 1, 2018 and until a permanent CEO/Chief Librarian has assumed this position.

Carried.

e. Bank Signing Authority

54-18

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

1. That ROYAL BANK OF CANADA ("Royal Bank") is the appointed banker for the Customer.
2. That ANY TWO OF THE ACTING CEO, BOARD CHAIR OR BOARD REVIEW COMMITTEE CHAIR

are authorized on behalf of the Customer from time to time:

- a. to withdraw or order transfers of funds from the Customer's accounts by any means including making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- b. to sign any agreements or other documents or instruments with or in favour of Royal Bank, including

agreements and contracts relating to products or services provided by Royal Bank to the Customer; and

- c. to do, or to authorize any person or persons to do, any one or more of the following:
 - i. to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by the Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - ii. To deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, or any security or instrument;
 - iii. To instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer;
 - iv. To receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or service provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
4. That Royal Bank be furnished with:
 - a. A copy of this resolution; and
 - b. A list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; Each certified by the (1) Acting CEO/Chief Librarian and (2) BOARD CHAIR of the Customer; and
 - c. in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

Carried.

8. INFORMATION REPORTS

a. CEO / Chief Librarian Narrative Report

Library is experiencing an increase in incidents, as are other agencies downtown. Management contacted Police Department for recommendations on ways to ensure the safety of staff and public. Library leadership regularly reviews incidents to identify issues that require further action and work towards a consistent approach. Arrangements are being made with Police to conduct a CPTED (security review). The Library currently has 12 surveillance cameras installed - interior and exterior.

Councillors informed Library staff that conversations are in progress around integrating cameras that work together and will give the capability to view all areas of downtown.

b. March Financials

March 2018 Financials were received.

c. Construction Update

K. Symons provided an update that construction came within the budget and construction was completed in time to meet grant deadlines. The front exterior doors were damaged during a wind storm, and were successfully repaired. Large planters will be placed on either side of the front exterior doors to create a path for entry into the building as the new doors are sensitive for opening and closing.

There is some display furniture to be ordered and installed.

d. Grand Opening Celebration Update

The ceremony was successful and the extra programming the weekend of the opening was well attended.

e. Pay Equity / Job Evaluation Update

Job evaluation for Exempt staff completed and awaiting pay equity estimate.

Management and Union are working on Terms of Reference for the unionized staff pay equity review. Union training to fill out questionnaires is scheduled for the week of June 11.

f. CEO Recruitment Update

Selection Committee met with Heather Foakes on May 2 to work on an Organizational Profile. The Board expects to have the CEO position posted by end of May.

g. Strategic Plan Update

Board received its first strategic plan update, highlighting strategic accomplishments made so far. Colour coding on the report reflects priorities and forecasts achievability, in light of vacancies on the management team.

h. 1st Quarter Usage Statistics Report

The pause in ILLO was due to the switch over to the new Service model, and staff scheduling constraints (including a focus on staff training).

i. CEO Exit Report

The report is intended to assist the Board in preparation of creating a legacy document.

CEO attended a Joint Services Committee meeting in April to discuss the types of services like fire, police, library that could be shared between the City and County. There was request to study seamless library service, however it has not come through formally. The CEO suggested the Board may want to consider reciprocal borrowing as Brantford is one of very few libraries in the province that does not have this privilege with neighbouring centres.

9. COMMITTEE REPORTS

A. Review Committee

- a. Draft Minutes of Committee meeting April 26 2018

Draft Committee meeting minutes were received.

B. Planning and Policy Committee

- a. Draft Committee meeting minutes

No meeting.

C. Governance Committee

- a. Draft Committee meeting minutes

No meeting.

D. SOLS

Trustee Council met at BPL on April 21. Those attending were pleased to see the building and receive a tour.
Next meeting in June.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

- a. Friday May 25 3-6pm – Retirement Party

Board Chair thanked Kathryn Goodhue for all the work she has done to move the Board and library forward. The Board wished her all the best in her retirement.

12. NEXT MEETING DATE

June 21, 2018 at 4:30 pm

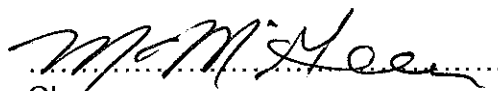
13. ADJOURNMENT

55-18

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

That the Board meeting adjourn at 5:35 pm.

READ AND APPROVED.....June 21.....2018


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Chair