

**Meeting of the Brantford Public Library Board  
Thursday, December 17, 2020  
Videoconference, 4:30pm – 6:19pm**

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

**MINUTES**

**Videoconference Call:** M. McGeein (chair), C. Freibauer (vice-chair), J. Morrissey, G. Woodburn, K. Towler (excused self at 6:00pm), M. Reniers, J. Heath.

**Regrets:** Councillor J. Utley, Councillor J. Wall.

**Videoconference Call – BPL Staff:** R. Aramburo, K. Symons, Z. Ozols, K. Nielsen, J. Clark.

**Recording Secretary:** M. Male.

**Presenters:** Steve Ramnath – Security Technical Specialist, Lise Sordo - Director Facilities Management & Security, Rick Cox Manager of Facilities Operations & Maintenance

**1. APPROVAL OF THE AGENDA**

68-20

MOVED BY: J. Heath  
SECONDED BY: M. Reniers

That the agenda for the December 17, 2020 Board Meeting to be approved as amended.

Carried.

Item 9 j to be discussed In Camera at the end of the meeting.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

- a. Corporate Security Pilot Approach – Steve Ramnath, Security Technical Specialist (City of Brantford) and Rick Cox, Manager of Facilities Operations and Maintenance (City of Brantford), Lise Sordo, Director Facilities Management & Security (City of Brantford)

City staff provided information on the recently approved pilot project

for an enhanced and coordinated security program downtown. The project includes: introducing a mobile foot patrol; a team approach to security, supported by a supervisor with a vehicle; and, increasing security coverage to 24/7. The Board had the opportunity to ask questions about the project and its impacts for the Library as a partner.

**4. APPROVAL OF THE MINUTES of November 19, 2020**

69-20

- a. November 19, 2020 Board Meeting Minutes

MOVED BY: K. Towler  
SECONDED BY: C. Freibauer

That the minutes of the November 19, 2020 Board Meeting be approved.

Carried.

**7. BUSINESS ARISING FROM THE MINUTES**

None.

**8. CORRESPONDENCE**

None.

**9. RESOLUTION REPORTS**

- a. Corporate Security Pilot

70-20

MOVED BY: G. Woodburn  
SECONDED BY: J. Heath

WHEREAS the City of Brantford's Corporate Security Pilot Project is intended to enhance the City's ability to address safety and security issues in the downtown core;

AND WHEREAS the Project recommends a coordinated approach to security guard services with City partners, including the Brantford Public Library;

BE IT RESOLVED THAT the Brantford Public Library Board supports the City of Brantford's Corporate Security Pilot Project;

AND THAT the Brantford Public Library Board approves of the Library security guard's participation in the City's integrated security team, while remaining as a static guard, located at the Library's Main branch;

AND FURTHER THAT the Board will consider the outcomes of the project and the Library's role as a partner, at the completion of the pilot.

Carried.

Board in agreement that, for the health and safety of staff and the public, the Library should maintain a dedicated guard within the Library. The project will be beneficial in providing the Library's guard with support. Library guard will continue to be funded from the Library's operating budget.

**b. Reserve Fund Policy Revision (Pandemic Stabilization Fund)**

71-20

MOVED BY: J. Morrissey  
SECONDED BY: C. Freibauer

WHEREAS the COVID-19 pandemic will have an impact on Library Services in 2021;

AND WHEREAS reserve funds provide the Library Board with a financial tool to manage unexpected impacts on the operating budget;

BE IT RESOLVED THAT the Library Board approve the revision to the Reserve Fund Policy to include the Library Services Stabilization Fund, as presented.

Carried.

**c. 2021 Draft Operating Budget**

72-20

MOVED BY: M. Reniers  
SECONDED BY: G. Woodburn

WHEREAS the Brantford Public Library Board is required to submit to the City of Brantford estimates of all sums required during the year for the purposes of the Board;

AND WHEREAS the impact of the Covid-19 Pandemic has created a level of uncertainty for library services and financial management;

AND WHEREAS the Library Board recognizes that the City of Brantford is facing those same challenges on a greater scale;

AND WHEREAS the receipt of the Canada Emergency Wage Subsidy in 2020 provides the Library Board with means to manage the financial impacts of COVID-19 on Library with minimized impacts on the City of Brantford;

BE IT RESOLVED THAT the Library Board approve the Draft 2021 Operating Budget submission with the City of Brantford Contribution in the amount of \$4,868,750;

AND FURTHER THAT the Library Board utilize the Library Services Pandemic Stabilization Fund to mitigate the budget impact of reduced revenues and increased expenditures due to the ongoing COVID-19 pandemic.

Carried.

By using pandemic reserve fund to offset one-time COVID expenses and lost revenues, operating increases come in at 1.91%, which is under the 2.0% target. Required increases are included for expenditures where the need will be ongoing (e.g., salaries and benefits).

Given the Board's recent approval of the elimination of overdue fines, the budget is built with zero revenue from fines. Efficiencies were found in the collections budget to offset a significant portion of this loss in revenue.

There are no unmet needs included in the budget submission.

- d. Wilfrid Laurier University MOU 2020 Fee Schedule Amendment

73-20

MOVED BY: M. Reniers  
SECONDED BY: J. Heath

WHEREAS the Brantford Public Library Board approved the 2020 Memorandum of Understanding (MOU) with Wilfrid Laurier University (WLU) on December 19, 2019;

AND WHEREAS the COVID-19 pandemic has resulted in the cancellation of in-person classes at WLU's Brantford campus between September and December 2020, thereby significantly reducing the amount of library services required by WLU students and faculty during this period;

BE IT RESOLVED THAT the fee schedule originally specified in the MOU shall be amended to reflect changes in service provision, as presented in the MOU Fee Schedule Addendum.

Carried.

**e.** Wilfrid Laurier University MOU 2021

74-20

MOVED BY: J. Morrissey  
SECONDED BY: C. Freibauer

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a mutually beneficial agreement for over 20 years to provide library services for the Brantford campus;

AND WHEREAS the COVID-19 pandemic impacted the provision of library services in 2020 and is expected to continue to affect service requirements in early 2021;

BE IT RESOLVED THAT the Board approve the Wilfrid Laurier University Memorandum of Understanding for 2021, and the associated fee schedule for the period of January to April 2021, as presented;

AND FURTHER THAT the fee schedule for the period of September to December 2021 be reviewed and approved by the Board prior to the start of that period, as per the terms in the Memorandum of Understanding.

Carried.

Board recommended a thorough review of the fee schedule by

the Planning and Policy Committee prior to the next agreement.

**f.** Employee Code of Conduct Policy

75-20

MOVED BY: C. Freibauer  
SECONDED BY: M. Reniers

WHEREAS the Brantford Public Library does not currently have an Employee Code of Conduct Policy;

AND WHEREAS several Library policies that relate to an Employee Code of Conduct are currently separate policies in need of updating;

AND WHEREAS a comprehensive Employee Code of Conduct Policy clearly outlines expectations and fosters a positive work environment for staff;

BE IT RESOLVED THAT the Library Board approve the creation of the Employee Code of Conduct Policy, as presented.

Carried.

**g.** Board meeting dates 2021

76-20

MOVED BY: J. Heath  
SECONDED BY: K. Towler

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 for 2021 are:

Thursday, January 21, 2021  
Thursday, March 18, 2021  
Thursday, April 15, 2021  
Thursday, May 20, 2021  
Thursday, June 17, 2021  
Thursday, August 19, 2021 (to approve 2022 draft budget)

Thursday, September 16, 2021  
Thursday, October 21, 2021  
Thursday, November 18, 2021  
Thursday, December 16, 2021

Carried.

**h.** Sunday service January to April 2021

77-20

MOVED BY: G. Woodburn  
SECONDED BY: J. Morrissey

WHEREAS the second wave of the COVID-19 pandemic continues to have a negative impact on staffing levels at the Library;

AND WHEREAS Sunday hours at the Main Library are staffed at minimum levels, which would make operating with absences challenging;

AND WHEREAS the use of in-library services has declined during the pandemic, indicating there is not a significant demand for expanded in-person service hours at this time;

BE IT RESOLVED THAT open hours on Sundays at the Main Library be suspended between January and April 2021.

Carried.

**i.** Nominating Committee Report for 2021-22 Board Committee/Officers

78-20

MOVED BY: J. Heath  
SECONDED BY: J. Morrissey

That the report from the Nominating Committee be approved for the 2021 - 2022 Slate of Officers and Committee Membership:

**LIBRARY BOARD CHAIR:** Marion McGeein

**LIBRARY BOARD VICE-CHAIR:** Gladys Woodburn

**PLANNING AND POLICY COMMITTEE**

Chair: Matt Reniers  
Vice Chair: John Morrissey  
Member: Josie Heath  
Member: Caroline Freibauer

Ex-Officio: Marion McGeein

Secretary-Treasurer: Rae-Lynne Aramburo

**REVIEW COMMITTEE**

Chair: Gladys Woodburn  
Vice Chair: Josie Heath  
Member: John Morrissey  
Member: Caroline Freibauer

Ex-Officio: Marion McGeein

Secretary-Treasurer: Rae-Lynne Aramburo

**GOVERNANCE COMMITTEE**

Chair: Caroline Freibauer  
Vice Chair: Karen Towler  
Member: Gladys Woodburn

Ex-Officio: Marion McGeein

Secretary-Treasurer: Rae-Lynne Aramburo

**ONTARIO LIBRARY SERVICE REPRESENTATIVE**

Representative: Currently Vacant

Carried.

Nominating Committee met and presented their recommended

2021 Slate of Officers. Board is seeking a SOLS representative. Board requested CEO send out information regarding the responsibilities of this role.

## **10. INFORMATION REPORTS**

### **a. CEO Report – November**

Report was presented. Bathroom locks information was provided to City Council in the Clerk's Report at the December 15 City Council meeting. No comments provided on the submission.

### **b. COVID-19 Impacts**

Report was presented and CEO highlighted that we are likely moving into red. Red means we are able to continue to run current services. Library has reached out to BCHU for confirmation on whether the number of customers permitted in the Library will be impacted.

Financial information has been drafted to reflect continued wage subsidy funding, as per Board direction received previously. Applications for further funds were delayed and have not yet been submitted. CEO is recommending further consideration of the matter. Review Committee will discuss in January.

### **c. October 2020 Financial Statements**

Financial Statements for October 2020 were received.

## **11. COMMITTEE REPORTS**

### **A. Review Committee**

Draft Minutes November 30, 2020

### **B. Planning and Policy Committee**

Draft Minutes December 7, 2020

**C. Governance Committee**

Draft minutes December 3, 2020

**D. SOLS**

None.

**12. NOTICE OF DISCUSSION**

None.

**13. OTHER BUSINESS**

None.

**14. NEXT MEETING DATE**

January 21, 2021 at 4:30 pm.

**9. RESOLUTION REPORTS**

**j. CEO/Chief Librarian 2020 Performance Review – In Camera**

79-20

MOVED BY: J. Heath  
SECONDED BY: J. Morrissey

That this assembly adjourn to commence with an In Camera Session to discuss an item about the CEO/Chief Librarian 2020 Performance Review at 6:10 p.m.

Carried.

80-20

MOVED BY: M. Reniers  
SECONDED BY: J. Heath

Based on a positive performance review for 2020, Rae-Lynne Aramburo be moved to Step 3 on the CEO / Chief Executive Salary Grid.

Carried.

**15. ADJOURNMENT**

82-20

MOVED BY: J. Morrissey  
SECONDED BY: M. Reniers

That the Board meeting be adjourned at 6:19 p.m.

Carried.

Read and approved.....January 21.....2021



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Chair