

**Meeting of the Brantford Public Library Board
Thursday, August 29, 2019
Main Library Boardroom, 4:30pm – 5:55 pm**

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

MINUTES

Members Present: M. McGeein (chair), C. Freibauer (vice-chair), Councillor J. Wall, Councillor J. Utley, J. Morressey, G. Woodburn, J. Heath, K. Towler, M. Reniers.

Regrets:

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

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

51-19

MOVED BY: Councillor J. Utley
SECONDED BY: C. Freibauer

That the agenda for the August 29, 2019 Board Meeting be approved.

Carried.

Main Library windows to be discussed under CEO Report.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

4. APPROVAL OF THE MINUTES OF June 20, 2019

52-19

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

That the minutes of the June 20, 2019 Board Meeting be approved.

Carried.

5. APPROVAL OF THE IN-CAMERA MINUTES of June 20, 2019

53-19

MOVED BY: G. Woodburn
SECONDED BY: Councillor J. Utley

That the minutes of the June 20, 2019 In-Camera session be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

None.

8. RESOLUTION REPORTS

a. Annual Fines & Fees Report

54-19

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

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees, contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT a \$2,200 increase to Fees and Fines be included in the 2020 Draft Operating Budget.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2019 and the start of 2020 consistent with current rates and comparable with other libraries.

Carried.

Replacement cost for a library book will vary from vendor to vendor. Cost for lost or damaged laptops and charging cords was adjusted to reflect replacement cost, and there is no processing charges added to this material type.

Each Library material type has a cap on the maximum daily overdue fine. In the event the customer reports material has been lost an additional processing charge is added to the account. A customer will lose their borrowing privileges after the maximum fine amount has been reached.

Fine Forgiveness Initiative would only see fines waived on the overdue material, the replacement cost for lost material stays in place and is not forgiven.

b. Draft 2020 Operating Budget

55-19

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

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 collaborative purchasing agreements provide an opportunity to realize cost and staffing efficiencies;

BE IT RESOLVED THAT the Library Board approve the Draft 2020 Operating Budget with the City of Brantford Contribution in the amount of \$4,753,400, plus unmet need requests having a net 2020 Municipal Budget impact of \$61,900;

AND THAT Library management submit the non-recommended options identified to reduce the 2020 Operating Budget to 2.5% as listed in Attachment 4;

AND FURTHER THAT Management be directed to enter into necessary agreements to participate in collaborative purchasing arrangements.

Carried.

Library will provide as much information as possible to describe budget challenges and how the library has managed their funds to cover many of their own projects and have budgeted to cover forecasted costs associated with employee pay equity. Pay equity costs is a one-time maintenance for

past years, the 2.67% budget request reflects the cost to maintain pay equity in 2020.

Library budget presentation will include what money is allocated from reserves to fund projects and cover unexpected expenses. Currently, the Library does not have the ability to show where our funds are allocated like other City Departments. Library Boards needs to remind Council that the library is a separate entity from the city, but receive most of our operating funding them.

c. Draft Capital Plan

56-19

MOVED BY: C. Freibauer
SECONDED BY: G. Woodburn

WHEREAS the Brantford Public Library Board requires funding for Capital Projects;

BE IT RESOLVED THAT the Library Board direct management to submit the following capital projects to the City for funding consideration during the 2020 Budget Process:

New Library Branch	\$6,510,932
St. Paul Branch HVAC	\$237,200
Main Library Roof	\$585,000
Main Library Passenger Elevator Modernization	<u>\$100,000</u>
Total	<u>\$7,433,132</u>

AND THAT Library Reserves be identified as funding sources for the following projects:

St. Paul Branch HVAC	\$55,000
Main Library Passenger Elevator	\$50,000

AND THAT the recommendations presented in the attached project status update be approved.

Carried.

Draft Capital Budget submission approved based on recommended revisions.

Councillors must be informed of the need for a library branch in southwest, and the viable service that a library provides in the community. Staff provided clarification on the steps and resources used to provide a cost for an additional library branch.

Libraries are all about space, a place to gather, and provides access to many different types of collections for customers.

c. Mandate for contract negotiations

57-19

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

That this assembly adjourn to an In-Camera session at 5:15pm to discuss contract negotiations.

Carried.

Let it be noted that the Board supports the Collective Agreement bargaining mandate as recommended.

8. INFORMATION REPORTS

a. CEO Reports

Naxolone training: All coordinators have received training and are scheduled at the main library all the time. Training was offered to all staff on a voluntary basis.

Employee engagement survey: CEO working on a presentation for the September board meeting outlining the survey results.

Home Delivery Service: staff to investigate liability insurance on volunteer drivers.

Highlights:

- marketing campaign coming out of discussion with Councillor Weaver.

- Looking to implement a “Library Hero”
- Film short video testimonials from library users stating what the library means to them.

Police continue to investigate the incident where 2 windows at the Main Library front entrance were broken. This incident confirms the need for security cameras in the downtown core.

b. June Financials

Financial statements for June 2019 were received.

Management staff advised the Board of upcoming transfers from reserves needed to cover pay equity and additional unforeseen maintenance costs that occurred in 2019.

c. 2nd Quarter Library Use Statistics

Statistics report for 2nd quarter was received.

This quarter saw an overall increase in total circulation and increased number of new library members.

Staff will continue to monitor any downwards trends at Main and St. Paul.

d. Fall Program Highlights

Report included for information of programs the Library is providing this fall.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes and In Camera session from July 22, 2019 were received.

B. Planning and Policy Committee

a. Draft Committee meeting minutes

No meeting.

C. Governance Committee

- a. Draft Committee meeting minutes

Draft Committee meeting minutes of July 22, 2019 were received.

D. SOLS

10. NOTICE OF DISCUSSION

- a. What will libraries look like in the future?

11. OTHER BUSINESS

- a. Conestoga College

1,100 students are enrolled in 18 programs this Fall. The College projects enrolment to increase annually.

- b. Hamilton Public Library Board

BPL board members are invited to attend monthly board governance training sessions starting on Saturday Sept. 21. Complete listing of dates will be sent out.

12. NEXT MEETING DATE

September 19 2019 at 4:30 pm.

13. ADJOURNMENT

59-19

MOVED BY: J. Heath

That the Board meeting adjourn at 5:55 pm.

Read and approved.....September 19.....2019

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Chair