

**Meeting of the Brantford Public Library Board
Thursday December 19, 2019
Main Library Boardroom, 4:30pm – 5:45pm**

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. Morrissey, G. Woodburn, J. Heath, K. Towler.

Regrets: M. Reniers

Staff Present: R. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

79-19

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

That the agenda for the December 19, 2019 Board Meeting be approved as amended.

Carried.

Item 5. b. CEO Evaluation – In Camera, and Item 7 e CEO Evaluation, will be deferred to the end of the meeting.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

a. New Website overview

Managers, Amir Feridooni and James Clark, demonstrated the Library's new website and reported the project was completed on time and on budget. The staff are proud of the outcome, it's a virtual branch that is user friendly and easy to navigate.

New self-service features include room-bookings, reservations for "book club in a bag" resources, and online registration for programs.

BPL's domain has changed to brantfordlibrary.ca, which also changes library email addresses.

4. APPROVAL OF THE MINUTES OF November 21, 2019

80-19

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

That the minutes of the November 21, 2019 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

a. Locks on washrooms

Library received an increase to 2020 budget for the purpose of installing locks on public washroom doors at the library. Staff have reached out to City facilities department regarding installing locks, as advised during the budget process.

Staff will provide a Board report in February or March to present information on the implications of locking public washroom doors at the library. The Board will then consider the information and provide a recommendation to Council.

6. CORRESPONDENCE

None

7. RESOLUTION REPORTS

a. Partnership Policy

82-19

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

WHEREAS the Brantford Public Library currently does not have a Partnerships Policy;

AND WHEREAS, in order to successfully fulfil its mandate, the Library needs to work in partnerships with external organizations and individuals;

BE IT RESOLVED THAT The Partnerships Policy be

approved, as presented, to outline best practices and key factors for successful Library partnerships.

Carried.

Policy was recommended for Board approval by the Planning and Policy Committee.

b. Sponsorship Policy

83-19

MOVED BY: Councillor J. Utley
SECONDED BY: K. Towler

WHEREAS the Brantford Public Library has a Donations and Sponsorships policy that was approved in 2017;

AND WHEREAS, the process for entering into Sponsorship Agreements can be improved by revising the Donations and Sponsorships Policy;

BE IT RESOLVED THAT the revised Donations and Sponsorship Policy be approved, as presented, with CEO/Chief Librarian approval for Sponsorship Agreements valued under \$5,000, and Library Board approval for agreements valued at more than \$5,000.

Carried.

c. Accessible Customer Service Standard

84-19

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

WHEREAS the Library was subject to an Accessibility Audit in the Summer 2019;

AND WHEREAS the audit identified gaps in the current customer service standard policy;

BE IT RESOLVED THAT the Brantford Public Library Board approves the revised Accessible Customer Service Standard Policy, as presented;

AND THAT the revised policy be posted on the Library website.

Carried.

d. MOU with Wilfrid Laurier University

85-19

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

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a Memorandum of Understanding for the past 20 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 2020 for \$132,565.

Carried.

f. Nominating Committee

86-19

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

The nominating committee will be comprised of:

Chair: Marion McGeein
Past Chair: Caroline Freibauer
Board Member: Gladys Woodburn

The Nominating Committee will propose a list of candidates for Board and Committee positions and present for approval at the January 2020 Board meeting.

Carried.

Future composition of committees will be reviewed by Governance Committee.

8. INFORMATION REPORTS

a. CEO Report

Highlights of the CEO report included:

- New carpeting and paint has been applied in children's

- area – colourful and inviting.
- New program on Thursdays, an adult drop-in session, has steadily grown significantly in attendance.

b. October Financials

Financial Statements for October 2019 were received.

For the 2nd year in a row, library reserves will be used to cover unforeseen costs.

c. Upcoming programming highlights

Programming report was received.

9. COMMITTEE REPORTS

A. Review Committee

- a. Draft Committee meeting minutes

No Meeting.

B. Planning and Policy Committee

- a. Draft Committee meeting minutes

Draft Committee meeting minutes of December 10, 2019 were received.

C. Governance Committee

- a. Draft Committee meeting minutes

Meeting held just prior Board meeting, draft minutes will be included in January 2020 package.

D. SOLS

Nothing to report.

10. NOTICE OF DISCUSSION

None.

11. OTHER BUSINESS

Recent changes to Public Libraries Act will be discussed at Governance Committee, who will consider if there are related recommendations to make to the Board.

12. NEXT MEETING DATE

January 16, 2020, 4:30pm

5. BUSINESS ARISING FROM THE MINUTES

b. CEO Evaluation

87-19

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

That this assembly adjourn to an In Camera session at 5:24 pm to discuss a personnel item.

Carried

7. RESOLUTION REPORTS

e. CEO Evaluation

89-19

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

Based on a successful Performance Appraisal for 2019, the CEO / Chief Executive Officer awarded a Step increase on the Administration Salary Grid effective January 1, 2020.

Carried.

13. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:45 pm.

Read and approved.....January 16, 2020


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Chair