

**Meeting of the Brantford Public Library Board
Thursday January 17, 2019
Main Library Boardroom, 4:30pm – 5:05pm**

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

MINUTES

Members Present: M. McGeein (chair), P. MacKenzie (vice-chair), N. Church, B. Wyatt, Councillor J. Utley, C. Freibauer, Councillor J. Wall, J. Heath (Conference Call).
Regrets: C. Mann.
Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Nielsen.
Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

01-19 MOVED BY: B. Wyatt
 SECONDED BY: Councillor J. Utley

That the agenda for the January 17, 2019 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

Councillor Joshua Wall and Councillor John Utley are the Council representatives appointed to the Library Board. Councillor Wall gave a brief bio, informing members of his interest in this appointment. He is an enthusiastic advocate for education and follows what Brantford Library has to offer to the community.

4. APPROVAL OF THE MINUTES OF December 13, 2018

02-19 MOVED BY: B. Wyatt
 SECONDED BY: C. Freibauer

That the minutes of the December 13, 2018 Board Meeting be approved.

Carried.

03-19

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

That the minutes of the December 13, 2018 In Camera session of the meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

a. Reciprocal borrowing, verbal update

At the December 13th meeting, the Board directed the Chair and CEO to meet with the Board's Council representatives to seek guidance on the pursuit of reciprocal borrowing with Brant County, especially as it relates to cost implications and the upcoming budget presentation.

Library's Council representatives supported including information about reciprocal borrowing in the Library's budget presentation. Coming out of that meeting, Councillor Utley provided information to the Mayor about reciprocal borrowing, and the CEO prepared a briefing report for Mayor Davis on the topic, which included information about the recently approved reciprocal borrowing agreement between BPL and Six Nations Public Library and the intention to seek an agreement with County of Brant Public Library.

The loss in revenue is approximately \$6,000 in non-resident fees, and has been built into the 2019 Draft Operating Budget.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. Christmas Hours

04-19

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

It is recommended that the library's operating hours be approved as follows over the 2019 Christmas to New Year period:

Sunday, December 22, 2019	CLOSED
Monday, December 23, 2019	Regular hours
Tuesday, December 24, 2019	9:00am –12:30pm
Wednesday, December 25, 2019	CLOSED
Thursday, December 26, 2019	CLOSED
Friday, December 27, 2019	Regular hours
Saturday, December 28, 2019	Regular hours
Sunday, December 29, 2019	CLOSED
Monday, December 30, 2019	Regular hours
Tuesday, December 31, 2019	9:00am–12:30pm
Wednesday, January 1, 2020	CLOSED
Thursday, January 2, 2020	Regular hours

Carried.

b. Child and Youth Policy

05-19

MOVED BY: Councillor J. Utley
SECONDED BY: P. Mackenzie

WHEREAS no Children and Youth Services Policy at Brantford Public Library exists;

AND WHEREAS a Children and Youth Services Policy provides guidelines for how the Library will meet the diverse informational and recreational needs of Brantford's children and youth, and demonstrates the Library's commitment to serving this demographic,

BE IT RESOLVED THAT the Library Board approve the new Children and Youth Services Policy, as presented.

Carried.

The Board provided positive feedback about the report, and was reassured that after reviewing other Library policies there are no contentious issues in the recommended policy.

As requested, this policy will be reviewed after a year.

8. INFORMATION REPORTS

a. CEO Narrative

- 1 Board member and 9 library staff will be attending OLA Super Conference Jan. 30 – Feb. 1/19.
- 65% of library staff responded to the Employee survey; results will be reported to Board at a future meeting.
- Library representative on the Southwest Development Committee is the CEO.
- The CEO will be attending the Corporate Services budget presentation to provide support for unmet need request for shared HR personnel with the City.

b. Financial Statements November 2018

Financial Statements for November 2018 were received.

Federal Grant money was received in December.

c. Compliance Report

Updated version of report was circulated with revisions to dates of submission.

d. 3rd Quarter Library Use Statistics

This report provides good information for Board members on library activities and trends.

e. Health and Safety 2018

Board requested more frequent reports on H&S incidents that are staff related. It is useful to track staff related incidents in the library due to lost time. Report can be used to positively affirm a safe work environment.

In 2018, there was 1 incident of lost staff time for injury.

f. Staffing 2018

Board Congratulated staff on quite a year!

9. COMMITTEE REPORTS

A. Review Committee

- a. Draft Committee meeting minutes
- No meeting.

B. Planning and Policy Committee

- a. Draft Committee meeting minutes
- No meeting.

C. Governance Committee

- a. Draft Committee meeting minutes
- No meeting.

D. SOLS

Board meeting on Feb. 1 to be held during OLA Super Conference.

Library has applied for connectivity grant but to date has received no confirmation of funds.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

12. NEXT MEETING DATE

February 21, 2019 4:30pm

13. ADJOURNMENT

06-19

MOVED BY: C. Freibauer

That the Board meeting adjourn at 5:05 p.m.

Read and approved.....February 21.....2019


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Chair