

Meeting of the Brantford Public Library Board  
Thursday, March 21, 2019  
Main Library Boardroom, 4:30pm – 6:09 pm

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

MINUTES

**Members Present:** M. McGeein (Chair), C. Freibauer, J. Heath (Conference Call), Councillor J. Wall (excused self at 5:35pm), J. Morrissey, G. Woodburn, Councillor J. Utley, K. Towler, M. Reniers.

**Regrets:**

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

**Recording Secretary:** M. Male.

1. APPROVAL OF THE AGENDA

20-19

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

That the agenda for the March 21, 2019 Board Meeting be approved as amended.

Carried.

Add under ITEM 9 RESOLUTION REPORTS 7 d. Overdrive contract renewal resolution.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

SOLS Governance Fundamentals Webinar

A brief conversation on continued orientation plans followed the

presentation, including information about upcoming SOLS workshops.

**4. APPROVAL OF THE MINUTES**

21-19

a. February 21, 2019 Board Meeting Minutes

MOVED BY: M Reniers  
SECONDED BY: C. Freibauer

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

Carried.

22-19

b. March 11, 2019 Board Meeting Minutes

MOVED BY: G. Woodburn  
SECONDED BY: K. Towler

That the minutes of the March 11, 2019 Board Meeting be approved.

Carried

23-19

c. March 11, 2019 In Camera Session Minutes

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

That the minutes of the March 11, 2019 Board Meeting In Camera session be approved.

Carried

**5. BUSINESS ARISING FROM THE MINUTES**

None

**6. CORRESPONDENCE**

a. Letter to Library Board from SOLS

Outlined orientation resources and the SOLS Trustee Council.

**7. RESOLUTION REPORTS**

**a. Nominating Committee Appointments**

24-19

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

That the report from the Nominating Committee be approved for the 2019 Slate of Officers and Committee Membership:

**REVIEW COMMITTEE**

Chair: Josie Heath  
Vice Chair: Matt Reniers  
Members: John Morrissey  
Gladys Woodburn  
Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

**PLANNING AND POLICY COMMITTEE**

Chair: Matt Reniers  
Vice-Chair: John Morrissey  
Members: Caroline Freibauer  
Josie Heath  
Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

**GOVERNANCE COMMITTEE**

Chair: Caroline Freibauer  
Vice-Chair: Gladys Woodburn  
Member: Karen Towler  
Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

Carried.

Nominating Committee met and presented their recommended 2019 Slate of Officers.

**b. Bank Signing Authorities**

25-19

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

1. That ROYAL BANK OF CANADA ("Royal Bank") is the appointed banker for the Customer.
2. That FOR INSTRUMENTS AND AGREEMENTS ANY TWO OF THE CEO/CHIEF LIBRARIAN, BOARD CHAIR OR BOARD REVIEW COMMITTEE CHAIR TO SIGN JOINTLY 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) 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.

**c. Reserve Transfers**

26-19

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

Whereas Reserve Funds provide the Library Board with a source of funding to meet contractual obligations, comply with Trust/Endowment Obligations, and respond to opportunities and emergencies in self-sustaining way;

AND Whereas approval of transfers is necessary to complete the 2018 Year-end Financial Statements;

Be it resolved that the Brantford Public Library Board approve the following transfers:

- \$359,821 from the Grant Opportunity & Projects Reserve

- \$58,486 from the Equipment Reserve
- \$149,613 from the Automated Equipment Reserve
- \$171,553 from the Material Acquisitions Reserve
- \$3,574 from the Endowment/Trust Fund
- \$13,201 to the Automated Equipment Reserve
- \$12,627 to the Equipment Reserve
- \$9,249 to the Grant Opportunity Reserve
- \$7,218 to the Endowment Fund
- \$10,500 to the Post-Employment Benefits Fund;

AND THAT the practice of transferring funds to the Material Acquisition Reserve fund for Materials on order at the end of year be "deferred" pending a management review of the practice in 2019;

AND THAT Library management be given the authority to make adjustments to the transfers if so required during the 2018 year-end audit and inform the Board of any adjustments.

Carried.

The Board discussed the current commitments and balance of uncommitted funds, and asked if there is a recommended amount that should be in the reserves. There is not a comprehensive documented amount, but pieces of information can be found in planning documents such as the IT Master Plan, building assessment, etc. K. Symons is also working on asset management plan as part of the City's overall project, so the Library will be better able to project future needs.

**d. Overdrive Contract Renewal**

27-19

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

WHEREAS the Brantford Public Library Purchasing Policy indicates that Library staff are not authorized to approve multi-year contracts or contracts that exceed \$10,000 over the term of the contract; and

WHEREAS a contract with such terms can be authorized by the Library Board; and

WHEREAS Overdrive has been a reliable vendor of eBooks and eAudiobooks who has provided quality content and support service to the Brantford Public Library for many years; and

WHEREAS an offer has been presented by Overdrive that will result in significant annual savings; and

WHEREAS those savings can be applied to eResource acquisitions and expanded choice of platforms to customers;

THEREFORE BE IT RESOLVED THAT the Board approves a 4-year contract renewal with Overdrive, as per the terms that have been presented.

Carried.

CEO provided an overview of BPL's longstanding contract with Overdrive (previously the exclusive vendor of eBooks and eAudiobooks) and the newly introduced pilot contract with a competing vendor, CloudLibrary. Manager of Support Services was able to negotiate significant savings on the annual fee for a 4-year renewal of the Overdrive contract. The savings would allow BPL to continue to offer both platforms to customers, rather than picking one. Manager of Business Services noted that Purchasing Policy requires Board approval to pursue the contract, as it is for multiple years and also exceeds \$10,000 over the term of the contract. It was noted that collections in general (including eResources) are problematic in terms of purchasing policy compliance, and a report will be coming to the Board in the future to explain and address compliance issues. The Board had the opportunity to discuss and ask questions about the quality, risks, and services associated with each of the vendors, and were satisfied with the offer and the proposal to renew the Overdrive contract.

## **8. INFORMATION REPORTS**

### **a. CEO Narrative**

CEO responded to questions related to the report; brief discussions covered BPL's partnership with Woodview, changes made to curriculum kits to boost circulation, opioid training, and options for HR Support at the Library.

### **b. 2019 Budget Update**

CEO provided verbal update from Estimates Committee meeting. Board's response to requested reduction information successful. Only the staff-recommended reductions were moved forward; further non-recommended reductions were not approved. 4.29% increase was the original ask, in the end, 1.65% reduction from the original submission was the result.

Looking ahead to 2020 budget, Councillor J. Utley advised that being creative with the HR support need is the best approach to take (e.g., requesting .5 FTE, sharing with HR as attempted this year). Another suggestion was a part-time contract position.

**c. Financial Statements January 2019**

Manager of Business Services responded to questions relating to fine revenues (which are budgeted according to actuals from the previous year and have typically been trending downward) and interest revenues (which have gone up due to a change in the transfer schedule from the City). Revenues have been collected for non-resident fees, but the amount budgeted was zero in anticipation of reciprocal borrowing. The question of how to handle fees paid this year will have to be resolved when reciprocal borrowing details are decided.

**d. Board Information Reports List**

A list of the information reports typically provided to the Board, along with general timelines, was presented. Staff proposed adjustments were incorporated along with suggestions for new reports. Upcoming Year in Review presentations will include department overviews from managers.

**9. COMMITTEE REPORTS**

**A. Review Committee**

No minutes for review.

**B. Planning and Policy Committee**

No minutes for review.

**C. Governance Committee**

No minutes for review.



**D. SOLS**

It's recommended that the Board has a representative on the SOLS regional Trustee Council. CEO will find out more about the commitment and share the information. Board members encouraged to think about for next board meeting.

**10. NOTICE OF DISCUSSION**

- a. K. Towler would like to talk fundraising. CEO will gather information from past conversations on the topic for next Board meeting.
- b. K. Towler recommended a discussion around new mandatory eLearning for secondary students and whether there is a role for the Library to support the online learning.

**11. OTHER BUSINESS**

- a. Councillor J. Utley noted the status of the City's proposed shared services committee with the County. Reciprocal borrowing with the County of Brant Public Library was tabled until after budget. CEO will be bringing a report forward on the topic at an upcoming Board meeting, and it will include this development.

**12. NEXT MEETING DATE**

April 18, 2019 at 4:30 pm.

**13. ADJOURNMENT**

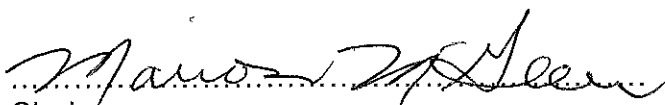
28-19

MOVED BY: Councillor J. Utley

That the Board meeting adjourn at 6:09 p.m.

Carried.

Read and Approved.....April 18.....2019

  
Chair