

**Meeting of the Brantford Public Library Board
Thursday, November 21 2019
Main Library Boardroom, 4:30pm – 6:06pm**

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. Heath, M. Reniers, G. Woodburn (conference call).

Regrets: K. Towler, J. Morrissey

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

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

74-19

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

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

Carried.

Add under **11 OTHER BUSINESS, a.** Budget Presentation.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. 2018 Year in review, Part 6: Finance / Administration (Ken Symons, Manager – Business Services and Judy Geerts, Office Administrator

Manager of Business Services and Office Administrator presented an overview of their departments, as well as accomplishments, challenges and priorities. Finance Department focuses on accounts payable processing, payroll processing, year-end support for required remittances and audit. Office staff provide clerical support to Managers, and library staff as needed. In

addition, the office staff maintains all records pertaining to staff and their schedules.

Board Discussion: Review of presentations / plan for 2020

In 2020, Managers will continue to present on individual topics of interest throughout the year.

4. APPROVAL OF THE MINUTES OF October 17, 2019

75-19

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

That the minutes of the October 17, 2019 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. External Auditor Letters and Audit Plan

76-19

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

WHEREAS Millards Chartered Professional Accountants has been appointed the external auditor for the City of Brantford and its local boards;

BE IT RESOLVED THAT the report regarding independence of the City's external auditor, the Engagement Letter and the Audit Plan, BE RECEIVED.

Carried.

b. 2020 Board Meeting Dates

77-19

MOVED BY: Councillor J. Utley

SECONDED BY: M. Reniers

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 are:

Thursday, January 16, 2020
Thursday, February 20, 2020
Thursday, March 19, 2020
Thursday, April 16, 2020
Thursday, May 21, 2020
Thursday, June 18, 2020
Thursday, August 20, 2020 (approve 2021 draft budget)
Thursday, September 17, 2020
Thursday, October 15, 2020
Thursday, November 19, 2020
Thursday, December 17, 2020

Carried.

Board Committees will set a meeting schedule for 2020 in January.

8. INFORMATION REPORTS

a. CEO Report

CEO report included update on development of 2020 MOU with Laurier University.

b. September Financials

Financial Statements for September 2019 were received.

c. Third Quarter Library Use Statistics

Statistics were reported for third quarter of 2019. One graph appeared to be in error; library staff will review and correct.

d. 2019 Strategic Plan Actions

Board reviewed report and recommended adding percentage completed for each strategic action for 2020 reports to the board.

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

M. Reniers reported from SOLS Trustee meeting that all libraries are experiencing the same security issues. Representatives also discussed types of relationships with their Municipal Councils.

10. NOTICE OF DISCUSSION

- a. Locks on Bathroom doors

11. OTHER BUSINESS

- a. Budget presentation

Board members were provided with an update on the Budget presentation delivered the previous evening, and discussed strategies for library advocacy.

13. UPCOMING DATES

Staff Holiday Celebration:	December 6 2019 6:30pm
Review Committee Meeting:	December 9, 2019 4:30pm
Policy & Planning Committee Meeting:	December 9, 2019 5:30pm

Board Holiday Celebration:
December Board Meeting:

December 16, 2019 5:30pm
December 19, 2019 4:30pm

13. ADJOURNMENT

78-19

MOVED BY: C. Freibauer

That the Board meeting adjourn at 6:06p.m.

Read and approved.....Dec. 19.....2019


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Chair