

**Meeting of the Brantford Public Library Board
Thursday, October 17, 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. Utley, J. Morressey, G. Woodburn, K. Towler, M. Reniers.
Regrets: J. Heath, Councillor J. Wall
Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Nielsen.
Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

67-19

MOVED BY: M. Reniers
SECONDED BY: G. Woodburn

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

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. 2018 Year in Review, Part 5: Facilities (Ken Symons, Manager-Business Services).

Manager of Business Services presented an overview of the department, including staffing compliment and general information. The department's focus is on building maintenance, cleaning and assisting with support to other departments. K. Symons highlighted the 2018 accomplishments and challenges, and priorities for 2019.

4. APPROVAL OF THE MINUTES OF September 19, 2019

68-19

MOVED BY: J. Morressey
SECONDED BY: G. Woodburn

That the minutes of the September 19, 2019 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

a. Health and Safety Discussion

Management provided a document outlining Health and Safety initiatives and improvements that have been implemented from 2013 to 2019. The Board was reassured by the steps being taken to prepare staff for handling difficult situations.

Also, management has implemented many recommendations as a result of the C.P.T.E.D report completed by Brantford Police in 2018. Since fall of 2018, security guard coverage was increased to all open hours at the Main library on an ongoing basis.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. Staff and Board Member Travel and Expense Policy

69-19

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

WHEREAS library employees are required to use their personal vehicle for the purpose of library business;

AND WHEREAS financial support for professional development activities for staff and board members is integral to develop skills, improve service and raise the profile of the library;

BET IT RESOLVED THAT the revised Library Staff and Board

Member Travel and Expense Policy be approved, as presented.

Carried.

b. Membership and Circulation Policy

70-19

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

WHEREAS the current Membership Policy has not been revised in over seven years and needs to be updated to reflect current services and practices;

AND WHEREAS no Circulation Policy at Brantford Public Library currently exists;

AND WHEREAS a Membership and Circulation Policy communicates the requirements and responsibilities of Library membership and borrowing privileges;

BE IT RESOLVED THAT the Library Board approve the new Membership and Circulation Policy, as presented.

Carried.

c. Investing in Canada Infrastructure Program Grant Application

71-19

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

WHEREAS the City of Brantford has approved an application to the Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Stream in the Multi-purpose Category for the Southwest Community Centre and Park Project;

AND WHEREAS the Library is a partner to the City in this project, as it includes a new library branch;

AND WHEREAS this project aligns with strategic objectives, plans, and recommendations previously approved by the Board;

BE IT RESOLVED THAT the Brantford Library Board endorse

a joint ICIP application with the City of Brantford for the Southwest Community Centre and Park Project which includes a new library branch; and

THAT the CEO/Chief Librarian of the Brantford Public Library be authorized to assist the City of Brantford with the grant application process and submission requirements.

Carried.

d. Library Planning Study

72-19

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

WHEREAS the *Feasibility Study for Expanded Library Service* conducted in 2009 provided valuable information for determining current and future needs;

AND WHEREAS there have been boundary and development changes within the City of Brantford that were not anticipated in the 2009 report that need to be considered for determining the current and future needs of the community;

AND WHEREAS recommendations from an updated Library Planning Study will guide effective decision-making with limited financial resources, and build understanding of, and support for, increased Library access points;

AND WHEREAS funding for an updated Library Planning Study was previously approved as a 2018 capital expenditure in the amount of \$75,000;

BE IT RESOLVED THAT Library staff be directed to contract the services of a firm to undertake an updated Library Planning Study.

Carried.

Management staff is estimating that the funds previously approved will be adequate to update the report. At this point, it is expected that the report should be completed next year in time to inform the 2021 budget process. Discussion items from Planning Committee meeting to be captured and addressed in the report if possible.

8. INFORMATION REPORTS

a. CEO Report

Highlights:

October – Ontario Public Library Week (OPLW) to be celebrated week of October 21. Marketing Manager has initiated Library Hero campaign.

New City CAO visited BPL. CEO, Rae-Lynne prepared a one-page document for his visit, highlighting the Library's accomplishments, priorities and challenges.

b. August Financials

Financial Statements for August 2019 were received.

c. Library Partnerships and Community Meetings

Board members commended library staff on the great partnerships and work. It was recommended that summary information be prepared for reference at budget presentation, to highlight how the library partners with the community.

Board member, K. Towler recommended investigating partnership opportunities with Conestoga College.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of October 10 2019 were received.

Draft Committee meeting in-camera minutes of October 10 2019 were received.

B. Planning and Policy Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of October 10 2019 were received.

C. Governance Committee

a. No meeting.

D. SOLS

10. NOTICE OF DISCUSSION

None

11. OTHER BUSINESS

a. Library Budget Presentation

The Library Board is slated to appear at Estimates for budget presentation November 20th at 4:30pm. Board members will review budget presentation prior to submission, date TBD.

12. NEXT MEETING DATE

November 21 2019 4:30 pm.

13. ADJOURNMENT

73-19

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

Read and approved.....November 21.....2019


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Chair