

**Meeting of the Brantford Public Library Board
Thursday, June 18, 2020
Main Library Boardroom, 4:30pm – 5:32pm**

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

MINUTES

Videoconference Call: M. McGeein (chair), C. Freibauer (vice-chair), Councillor J. Wall, J. Morrissey, G. Woodburn, K. Towler, M. Reniers, J. Heath, Councillor J. Utley.

Regrets:

Videoconference Call – BPL Staff: R-L Aramburo, K. Symons, J. Clark, Z. Ozols, K. Nielsen, J. Geerts.

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

38-20

MOVED BY: C. Freibauer
SECONDED BY: K. Towler

That the agenda for the June 18, 2020 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. Programming update (Manager – Programming and Outreach, Zile Ozols)

Manager of Programming and Outreach, Z. Ozols, presented an update on initiatives since the onset of the pandemic, highlighting the department's recent accomplishments and challenges in transitioning to virtual based programs.

The programming team has focused on online programming for adults with childcare responsibilities, and adults seeking lifelong learning activities. The Home Based Activities page was added to the website, and features recorded videos and audio along with links to information and resource pages.

Board congratulated Z. Ozols and her team on their accomplishments and creative ideas. R. Aramburo further recognized Z. Ozols' redesign of the Read-On Tutoring program.

4. APPROVAL OF THE MINUTES of May 21, 2020

39-20

- a. May 21, 2020 Board Meeting Minutes

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

That the minutes of the May 21, 2020 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

- a. Thank you from retiree, K. Leonard

K. Leonard, a long-time employee in her 41st year and the Full-Time Unit Chair for the Union, recently retired and extended her thanks to the Board for the gift she received.

7. RESOLUTION REPORTS

- a. Annual Fines and Fees Report

40-20

MOVED BY: J. Morrissey
SECONDED BY: K. Towler

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

AND WHEREAS overdue fines have been temporarily suspended due to the COVID-19 pandemic;

AND WHEREAS continued removal of fines during the pandemic offers benefits to community members and staff;

BE IT RESOLVED THAT the fines and fees, contained in Appendix A – Fines and Fees Schedule, be approved;

AND THAT Library management be authorized to set fine and fee rates for any new resources and services introduced during the remainder of 2020 and the start of 2021 consistent with current rates and comparable with other libraries;

AND THAT the Board approves the elimination of overdue Library fines for the remainder of 2020, due to the COVID-19 pandemic.

Carried.

b. Workplace Violence and Workplace Harassment Policy

41-20

MOVED BY: K. Towler
SECONDED BY: M. Reniers

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Workplace Harassment and Workplace Violence Policies;

BE IT RESOLVED THAT the Library Board approve the annual review of the Workplace Harassment and Workplace Violence Policies with the recommended changes and additions to these policies.

Carried.

c. Health and Safety Policy

42-20

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

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Health and Safety Policy;

BE IT RESOLVED THAT the Library Board approve the revised Health and Safety Policy.

Carried.

8. INFORMATION REPORTS

a. CEO Report – May 2020

R. Aramburo provided a follow up to the Library Planning Study. After discussion with M. Reniers and Councillor J. Utley the study will move forward in the Fall.

St. Paul Garden bed install is on hold for 2020. It will happen at a later date.

St. Paul HVAC project is moving forward. Vendors were able to view the site in advance of submitting tender. The tentative timeline is to have the project completed during the fall of 2020.

St. Paul accessibility grant project to replace front door is moving ahead. The vendor has been onsite and the project may need to be modified. There is not adequate space to accommodate a front sliding door, it is recommended to switch to a wider motion detector door that will still provide touchless entry. The sliding door will be installed for the interior entry.

Shared services agreement for HR work is moving forward. Work plan for 2020 is in place.

Budget process is delayed for 2020. Estimates Committee plans to meet January – March 2021.

b. April 2020 Financial Statements

Financial Statements for April 2020 were received.

c. 2020 First Quarter Library Use Statistics

The impact of the COVID-19 closure was substantial in regards to in-person services and programs offered by the Library. Most notably, physical circulation was down 30.7%. Despite the closure, visits to the library only dropped overall by 3.2% and memberships increased 8.1%. There was a large increase in the use of digital services.

d. COVID-19 Impacts

R. Aramburo provided a report covering COVID-19-related actions and impacts, and further information about upcoming Phase 2 plans and health and safety measures. Additionally, an update was provided on the Library's potential role to play to assist with the City's cooling centre needs. The 3rd floor of

the Library was considered as a possible solution, but another option was chosen.

9. COMMITTEE REPORTS

A. Review Committee

No meeting

B. Planning and Policy Committee

No Meeting

C. Governance Committee

Nominating Procedure Revisions

The Governance Committee reviewed and updated documentation outlining the process for nominating officers and committee members of the Board.

D. SOLS

10. NOTICE OF DISCUSSION

None.

11. OTHER BUSINESS

None.

12. NEXT MEETING DATE

August 20, 2020 at 4:30 pm

Board discussed July and August Board meetings. Chair will call the meetings as needed.

13. ADJOURNMENT

43-20

MOVED BY: K. Towler
SECONDED BY: C. Freibauer

That the Board meeting adjourned at 5:32 p.m.

Carried.

Read and approved.....August 20.....2020

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Chair