

**Meeting of the Brantford Public Library Board
Thursday, April 23, 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

19-20

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

That the agenda for the April 23, 2020 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

Presentation to the Review Committee took place April 22, 2020. Jennifer Chowhan, a partner with Millard, Rouse & Roseburgh, provided an overview of the draft 2019 Financial Statements. The result of the audit is an unqualified (clean) opinion for the Financial Statement for the year ending, December 31, 2019

The following items were highlighted in the draft Financial Statements:

- Accounting policy changes were applied regarding online eBook and audiobook resources, reflecting changes to purchasing/lending models.
- Library estimates for post-employment / retirement benefits on an OMERS pension are actuarial valuations.
- Pension agreements.

- Commitments for assets.
- A note has been added for the Subsequent event of the Coronavirus pandemic and its effects on the budget with the closure of the Library and impacts on staffing.

On behalf of Millard, Rouse & Roseburgh, Ms. Chowhan thanked the Administrative team for their full cooperation during the audit process, and confirmed there are no matters of concern to report to the Board.

4. APPROVAL OF THE MINUTES

20-20

- a. January 16, 2020 Board Meeting Minutes

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

That the minutes of the January 16, 2020 Board Meeting be approved.

Carried.

5. APPROVAL OF THE MINUTES

21-20

- a. March 19, 2020 Special Board Meeting Minutes

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

That the minutes of the March 19, 2020 Special Board Meeting be approved.

Carried.

6. APPROVAL OF THE MINUTES

22-20

- a. April 1, 2020 Special Board Meeting Minutes

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

That the minutes of the April 1, 2020 Special Board Meeting be approved.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. CORRESPONDENCE

None.

9. RESOLUTION REPORTS

a. 2019 Year End Transfer Report

23-20

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

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 2019 Year-end Financial Statements;

BE IT RESOLVED THAT the Brantford Public Library Board approve the following transfers:

- \$66,069 from the Grant Opportunity & Projects Reserve
- \$88,762 from the Equipment Reserve
- \$172,680 from the Automated Equipment Reserve
- \$13,161 from the Endowment/Trust Fund
- \$12,507 to the Automated Equipment Reserve
- \$13,903 to the Equipment Reserve
- \$2,913 to the Grant Opportunity & Projects Reserve
- \$219,593 to the Endowment Fund
- \$21,140 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 2020.

Carried.

K. Symons, Manager – Business Services, provided clarification regarding financial transfers in and out of the

reserved funds.

b. 2019 Audited Financial Statements

24-20

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

The Library Board approve the 2019 Audited Financial Statements as prepared by Management and Audited by Millard, Rouse & Rosebrugh.

Carried.

c. HR Service Agreement with City of Brantford

25-20

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

WHEREAS City Council approved the hiring of one FTE Human Resources (HR) Representative by the City, for the purpose of addressing HR staffing needs of the City's Corporate Services Commission, and of the Brantford Public Library, on a shared basis;

AND WHEREAS a service agreement has been drafted with input from both parties to state the terms for the provision of HR services by the City to the Library;

BE IT RESOLVED THAT the Library Board approve the Shared Services Agreement between the Brantford Public Library and The Corporation of The City of Brantford, as attached.

Carried.
1 Opposed.

Board expressed timing of this position couldn't be better given impacts of pandemic on human resources.

Library will receive quarterly reports tracking the 0.5 FTE hours of HR services provided. Projects will be preapproved on an annual basis by CEO and Director of Human Resources.

Additional clarification was requested around wording used in

the Shared Services agreement.

d. Bank Signing Authorities

26-20

MOVED BY: J. Heath

SECONDED BY: J. Morrissey

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.

e. WLU MOU – fee schedule amendment

27-20

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

WHEREAS the Brantford Public Library Board approved the 2020 Memorandum of Understanding (MOU) with Wilfrid Laurier University (WLU) on December 19, 2019;

AND WHEREAS the Library's unexpected closure due to the COVID-19 pandemic has prevented provision of the services to WLU students, faculty, and staff, as agreed to in the MOU;

BE IT RESOLVED THAT the fee schedule specified in the MOU shall be amended to reflect the change in service provision during the period of closure, which began on March 15, 2020.

Carried.

CEO has been in communication with WLU. They have expressed they are appreciative of our reasonable approach and the offer to make this adjustment.

f. St. Paul Garden Project

28-20

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

WHEREAS Equal Ground Community Gardens is able to provide a garden bed at no cost;

AND WHEREAS a garden bed will benefit the community through expanded library program offerings and new activities for volunteers;

BE IT RESOLVED that the Library Board approve Equal Ground Community Gardens installing a garden bed at the St. Paul Branch.

Carried.

This motion has been brought to the Board for approval so the project can move forward as planning stages progress.

Equal Ground Community Gardens (EGCG) will provide the supplies. The Library is responsible for the shipping costs. There will be one garden bed the first year with potential plans to add on in subsequent years. There do not appear to be concerns about too many gardens in an area. Z. Ozols, Manager – Programming and Outreach, will be considering partnership opportunities for using the food grown to help those in need. The Library intends to recruit volunteers to help maintain the garden.

With food networks destabilized this initiative will be even more important. Board was supportive of the initiative, recognizing it as an opportunity to promote Library resources in a new way, bring the neighbourhood together, and

encourage community and volunteer involvement.

g. St. Paul HVAC controls

29-20

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

WHEREAS Library management has identified additional funding is required to complete the St. Paul Branch heating and ventilation replacement project;

AND WHEREAS the closure of the St. Paul Branch Library will be necessary to complete the work in a safe and efficient matter;

AND WHEREAS pre-approval solicitation approval may facilitate efficiencies in the award of the project:

BE IT RESOLVED THAT the Library board approve \$60,000 be transferred from the Equipment Reserve Fund;

AND THAT management be authorized to close the St. Paul Library Branch as necessary to facilitate a safe environment for Library employees, customers and construction workers;

AND THAT management be authorized to sign necessary contracts to award the contract for construction within the approved funding with an upset amount not to exceed \$312,200.

Carried.

This project will require the Library to be closed during installation. Concerns were noted relating to another closure following the pandemic closures.

K. Symons, Manager – Business Services, reported that the tender process to date has not begun. Onsite visits will be required by vendors prior to tender submissions. Coordinating onsite visits at this time will be challenging due to the tight space and current physical distancing requirements. Once the project is awarded the estimated project timeline is 12 to 14 weeks. If the Branch was still closed due to the pandemic then the work would be completed before reopening to the public.

The current risks to postponing this project is that if the unit failed during the summer or winter months, additional repairs would be required and the Library would potentially need to close at an unscheduled time.

10. INFORMATION REPORTS

a. CEO Report

Board recognized the body of work undertaken since the closure, and thanked the CEO, Management, and their teams for all their dedicated work at home.

b. January and February 2020 Financial Statements

Financial Statements for January and February 2020 were received.

The City requested projections of the financial impacts of closures, for a three-month period, from all departments and agencies. The Board was given an overview of the information that was submitted by the Library.

The Library will continue to provide projection information upon request, and keep the Review Committee informed of these submissions. Requests/recommendations relating to mitigations or changes to the budget will be brought to the Library Board for consideration prior to submission to the City.

11. COMMITTEE REPORTS

A. Review Committee

Draft Committee meeting minutes

Draft Committee meeting minutes of February 10, 2020 were received.

B. Planning and Policy Committee

Draft Committee meeting minutes

Draft Committee meeting minutes of February 4, 2020 were received.

The planning study for the South West Library was temporarily

delayed but is moving forward again. The CEO has been working with City Purchasing and they are close to being able to issue the Request for Proposal (RPF).

C. Governance Committee

Draft Committee meeting minutes

Draft Committee meeting minutes of February 4, 2020 were received.

D. SOLS

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

None.

14. NEXT MEETING DATE

May 21, 2020 at 4:30 pm

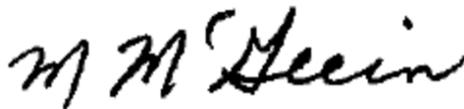
15. ADJOURNMENT

30-20

MOVED BY: Councillor J. Wall

The Library Board meeting adjourned at 5:32 p.m.

Read and approved.....May 21.....2020



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Chair