

**Meeting of the Brantford Public Library Board  
Thursday, August 20, 2020  
Main Library Boardroom, 4:30pm – 5:15pm**

**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.

**Regrets:** Councillor J. Utley

**Videoconference Call – BPL Staff:** R. Aramburo, K. Symons, Z. Ozols.

**Recording Secretary:** M. Male.

**1. APPROVAL OF THE AGENDA**

44-20

MOVED BY: J. Heath  
SECONDED BY: J. Morrissey

That the agenda for the August 20, 2020 Board Meeting be approved.

Carried.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**4. APPROVAL OF THE MINUTES of June 18, 2020**

45-20

a. June 18, 2020 Board Meeting Minutes

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

That the minutes of the June 18, 2020 Board Meeting be approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

- a. Restructuring Plan - In Camera

Board agree to move to end of agenda.

**8. INFORMATION REPORTS**

- a. CEO Report – June/July 2020

- b. May/June 2020 Financial Statements

Financial Statements for May/June 2020 were received.

Management is working on filling out application for Canada Emergency Wage Subsidy (CEWS).

- c. 2020 Second Quarter Library Use Statistics

Clarification requested regarding digital and electronic collections; terms are generally interchangeable. Electronic circulation includes lendable materials in electronic formats (eMovies, eMagazines, eAudiobooks, eBooks, eMusic). Retrievals from online databases (such as Ancestry, LinkedIn Learning, etc.) are not counted here, but rather reported with Reference statistics.

- d. 2019 Annual Report

Recommendation from the Board to revise the Revenue & Expenses charts to include the “Other” expenses. Management will develop chart that incorporates the feedback while also still meeting the auditor’s specifications for reporting.

**e. COVID-19 Impacts**

Before each phase of service introduction there has been time and opportunities built in to share information about what is coming, hear and address concerns, and prepare. Union has been kept informed, has been flexible, and worked with management at each stage.

If there is a second wave the hope is that we can return to a previously developed iteration of service, such as contactless pick-up. Level of service will depend on provincial direction.

**f. Guidelines for Mask Use**

Staff have received mask training. Library is enforcing mandatory face covering by-law, with staff diligently reminding the public to properly wear masks.

Library is a distribution centre for reusable masks purchased by the City. When those are no longer available, Library also has disposable masks available for public, to minimize barriers to Library service.

**9. COMMITTEE REPORTS**

**A. Review Committee**

Draft Minutes June 29, 2020

**B. Planning and Policy Committee**

Draft Minutes August 13, 2020

**C. Governance Committee**

No Meeting

**D. SOLS**

None.

**10. NOTICE OF DISCUSSION**

None.

**11. OTHER BUSINESS**

None.

**12. NEXT MEETING DATE**

September 17, 2020 at 4:30 pm

Board in agreement to continue meeting virtually until the new year.

**7. RESOLUTION REPORTS**

**a. Restructuring Plan**

46-20

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

That this assembly adjourn to commence with an In Camera Session to discuss an item (Restructuring Plan) pertaining to labour relations/employee negotiations at 5:02 p.m.

Carried.

48-20

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

WHEREAS current and upcoming vacancies at the Library provide an opportunity to address challenges and priorities within the organization in a cost-effective manner with minimized disruption;

BE IT RESOLVED THAT the Library Board supports the implementation of the organizational restructuring as outlined in the Restructuring Proposal Report and Revised Organization Chart;

AND FURTHER THAT the Library Board approve an upset limit of \$15,000 be transferred from the Grant Opportunities and Project Reserve Fund for updated exempt/management job evaluations;

AND FURTHER THAT Management be authorized to sole source this contract service from Ward & Uptigrove.

Carried.

**13. ADJOURNMENT**

Board Chair declared the meeting adjourned at 5:15 p.m.

Carried.

Read and approved.....September 18.....2020

*M M Geerin*

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Chair