

**Meeting of the Brantford Public Library Board
Thursday, October 15, 2020
Videoconference, 4:30pm – 5:10pm**

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

MINUTES

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

Regrets:

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

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

54-20

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

That the agenda for the October 15, 2020 Board Meeting be approved.

Carried.

Items 5 and 6 deferred to the end of the meeting for the approval of In Camera minutes.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of September 17, 2020

55-20

a. September 17, 2020 Board Meeting Minutes

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

That the minutes of the September 17, 2020 Board Meeting be approved.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. CORRESPONDENCE

None.

9. RESOLUTION REPORTS

a. 2020 Trust Plan

56-20

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

WHEREAS the Library Board established the Brantford Public Library Trust in 1993;

AND Whereas the Brantford Library Trust must be managed in accordance with the Trustee Act;

BE IT RESOLVED THAT the Trust Fund Investment Plan be approved.

Carried.

b. Strategic Plan Extension

57-20

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

WHEREAS the current *Brantford Public Library Strategic Plan* expires in 2020;

AND WHEREAS the stakeholder consultations that will shape the next strategic plan have been delayed due to the COVID-19 pandemic;

BE IT RESOLVED THAT the Library Board approves the extension of the *Brantford Public Library Strategic Plan, 2018-2020* for another year, until the end of 2021.

Carried.

This recommendation came out of the Planning and Policy Committee. Board in agreement to recommend extending the current strategic plan to the end of 2021. To go to Planning and Policy Committee next summer, once the community consultation information is received, to begin development of the next plan.

c. Organizational By-Law Revisions

58-20

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

WHEREAS changes made to the Public Libraries Act (PLA) in 2019 should be reflected in the Brantford Public Library Board Organizational By-Law, where applicable;

AND WHEREAS two-year terms for Board officers and committee members will provide greater consistency and enhanced understanding of Board roles;

AND WHEREAS the By-Law did not previously include language supporting Board meetings attended through web-conferencing, or language directing delegations of citizens wishing to address or present information to the Board;

AND WHEREAS a review of the By-Law identified additional suggestions for minor revisions, including clarifying language and updating of the Table of Contents;

BE IT RESOLVED THAT the Library Board approve the revisions to the Brantford Public Library Board Organizational By-Law, as presented.

Carried.

Board meeting agendas are made available on the Library's website five days in advance of the meeting, with contact information for community members who are interested in attending.

d. Sunday hours 2020

59-20

MOVED BY: Councillor J. Utley
SECONDED BY: M. Reniers

WHEREAS the second wave of the COVID-19 pandemic is increasingly having a negative impact on staffing levels at the Library;

AND WHEREAS Sunday hours at the Main Library are staffed at minimum levels, which would make operating with absences challenging;

AND WHEREAS the use of in-library services has declined during the pandemic, indicating there is not a significant demand for expanded in-person service hours at this time;

BE IT RESOLVED THAT open hours on Sundays at the Main Library be suspended for the remainder of 2020;

AND FURTHER THAT the Board will consider at its December 2020 meeting whether Sunday service will resume for the period between January and April 2021.

Carried.

10. INFORMATION REPORTS

a. CEO Report – September 2020

Highlights of the month's activities were provided, including information about 8,000 mailers recently sent out to the north end of Brantford, timed with Ontario Public Library week.

b. COVID-19 Impacts

Report was presented and CEO provided additional information about pandemic impacts on staffing and services, and the wage subsidy received.

c. August 2020 Financial Statements

Financial Statements for August 2020 were received.

A new line will be added to differentiate CEWS from federal summer student grant in the Financial Statement.

Board asked for estimate of additional contingency funds for HVAC project, if needed. Rough projection provided was

\$5,000 - \$10,000.

d. Library Partnerships and Community Meetings

Range of partnerships is impressive, and Board recommended that this information be shared with the City during the budget process.

11. COMMITTEE REPORTS

A. Review Committee

Draft Minutes September 28, 2020

B. Planning and Policy Committee

Draft Minutes September 28, 2020

Library Study Planning RFP went live October 14, 2020.

C. Governance Committee

Draft Minutes October 1, 2020

D. SOLS

None.

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

Board member commented on community support for the new Guelph Public Library, even in the midst of the pandemic, showing the value of libraries.

CEO responded to question about the number of incidents in the Library during the pandemic. With fewer numbers in the library, shorter visits, limited opportunity to hang out and congregate, and stricter washroom controls, there have been fewer incidents.

CEO responded to question about what Board members and Councillors can do to promote all that the Library has to offer. Speaking opportunities always generate positive feedback and allow

opportunity to reach more people within the community, especially non-library users.

CEO responded to question about Laurier student library use. Currently there are no in-person courses in Brantford, and approximately 100 students in residence locally. Students especially interested in study spaces at this time. Not just Laurier students, but also those who would usually go away but are now studying from home. Subsidy funds may be well-spent in creating more COVID-19 friendly study/seating areas.

5. APPROVED OF THE IN CAMERA MINUTES of May 21, 2020

60-20

- a. May 21, 2020 Board In Camera Meeting Minutes

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

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

Carried

6. APPROVED OF THE IN CAMERA MINUTES of August 20, 2020

61-20

- a. August 20, 2020 Board In Camera Meeting Minutes

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

That the In Camera minutes of the August 20, 2020 Board Meeting be approved.

Carried

14. NEXT MEETING DATE

November 19, 2020 at 4:30 pm.

15. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:10 p.m.

Carried.

Read and approved.....November 19.....2020

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Chair