

**Meeting of the Brantford Public Library Board  
Thursday, May 21, 2020  
Main Library Boardroom, 4:30pm – 5:55pm**

**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 (Excused 5:47pm).

**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**

31-20

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

That the agenda for the May 21, 2020 Board Meeting be approved as amended.

Carried.

Item 7 c to be discussed at the end of the meeting.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**4. APPROVAL OF THE MINUTES of April 23, 2020**

32-20

a. April 23, 2020 Board Meeting Minutes

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

That the minutes of the April 23, 2020 Board Meeting be

approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

**a. Unexpected Closures and Inclement Weather Policy**

33-20

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

WHEREAS the Library does not currently have a policy relating to inclement weather and unexpected closures, and such a policy will facilitate efficient and consistent decision-making, and provide clarity around expectations, roles and responsibilities;

BE IT RESOLVED THAT the Library Board approve the new Unexpected Closures and Inclement Weather Policy, as presented.

Carried.

Policy provides flexibility to close both Library locations, one location, or limit operations.

**b. St. Paul Accessibility Grant Funding Request**

34-20

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

WHEREAS The Brantford Public Library Endowment/Trust currently has an available balance of \$278,093;

AND WHEREAS the Library Board successfully obtained a grant in the amount of \$10,000 to be used towards installing automatic sliding doors through the Enabling Youth Accessibility Fund;

AND WHEREAS further improvements in accessibility and conjunction can be obtained by repositioning the service desks and security gates;

BE IT RESOLVED that the Library Board approve an upset limit of \$15,000 be transferred from the Endowment/Trust Fund to install automatic sliding doors and reposition the service desks and security gates;

AND FURTHER THAT Management be authorized to sole source the purchase of the sliding automatic doors from Horton Automatics;

AND FURTHER THAT letters of thank you be sent on behalf of the Board to MP Phil McColeman and David Pugh – Youth Volunteer.

Carried.

The Accessibility Grant is Federally funded, a letter of thanks will be sent to MP Phil McColeman on behalf of the Board. David Pugh approached the Library and assisted with the grant application, a letter of thanks will be sent on behalf of the Board.

The Board is in support of this project. Sliding automatic doors will provide touchless entry and exit at St. Paul's.

## **8. INFORMATION REPORTS**

### **a. CEO Report – April 2020**

Prior to the COVID-19 outbreak, the Management team was preparing an online membership form. The temporary online membership application form will continue until a permanent solution is in place. No gaps in this service are anticipated. With the Library reopening those with a temporary online card will be contacted on how they can obtain a permanent Library card.

Board members requested a separate CEO Report for COVID-19 related items. This will assist the Board in identifying what actions have been taken, what went well and what adjustments can be made.

**b. March 2020 Financial Statements**

Financial Statements for March 2020 were received.

The Financial Statement alludes to the impacts of COVID-19, Board members will be interested to see the actual impacts.

**c. 2019 Fourth Quarter Library Use Statistics**

The Fourth Quarter Statistics of 2019 look great. Congratulation to the staff on the increase in numbers.

**d. Library Washroom Locks Report**

Board acknowledged the extensive work that went into this report, great research and information from all angles, very comprehensive. Problems experienced in washrooms aren't specific to Library, but a wider social issue.

The Board recommends status quo at this time. Management will continue to monitor and provide the security company with direction on where to focus their attention. Management will continue to have a zero-tolerance approach.

Once the Library knows what post COVID-19 looks like and what regulations are in place and how these impact washrooms, Board may consider undertaking a survey of Library customers relating to locking washrooms.

The Library Washroom Locks Report will be sent to City Council as a follow up to the 2020 budget discussions. Board members recommend adding to the report that washroom locks were discussed at length, Board has concluded it would be more advantageous to hire additional security if needed. Locks would be a band-aid solution at best. Will continue to monitor for the next year and make a recommendation for additional security if the need arises. Also needs to be determined what the COVID-19 impacts are on washroom usage.

The Boards goal is for everyone to have a pleasant experience at the Library and reinforce the Library is a safe place for all including families.

**e. 2020 Strategic Actions**

CEO discussed the 2020 Strategic Actions. Some projects are impacted by COVID-19, these projects are important, however, they may not be achieved in 2020. The Management team will move forward on their strategic actions, as they are able.

Board expressed what great projects the Management team will be working on. From the Boards perspective they understand that all projects are not likely to be achieved in 2020.

**f. Overview for Reintroducing Library Services – Phase One**

Reintroducing Library Services - Phase One report helped the Board understand the body of work being completed by the Management Team. Risk assessments have been completed. The Union is working with Management for a safe reopening. In general, staff are enthusiastic to return to work. Board commended CEO and Management Team on their work.

As noted earlier, Board recommends COVID-19 report providing financial and Human Resources costs, and other impacts be added to future Board agendas.

**9. COMMITTEE REPORTS**

**A. Review Committee**

**a. Draft Committee meeting minutes**

Draft Committee meeting minutes of April 22, 2020 were received.

**B. Planning and Policy Committee**

**a. Draft Committee meeting minutes**

Draft Committee meeting minutes of May 13, 2020 were received.

Board members discussed the Library Planning Study. Board recommends moving forward with the study. Scope to include the impacts of COVID and alternative ways to deliver services. CEO and Chair of Planning and Policy Committee will consult further with Councillor Utlej on

timing of study.

**C. Governance Committee**

a. No Meeting.

**D. SOLS**

**10. NOTICE OF DISCUSSION**

None.

**11. OTHER BUSINESS**

Impacts of COVID-19 will be added to the Agenda moving forward.

**12. NEXT MEETING DATE**

June 18, 2020 at 4:30 pm

**7. RESOLUTION REPORTS**

a. CEO Goals

35-20

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

That this assembly adjourn to commence with an In Camera session to discuss an item about CEO goals at 5:47 pm.

Carried.

**13. ADJOURNMENT**

37-20

MOVED BY: Councillor J. Wall

The Library Board meeting adjourned at 5:55 pm.

Carried.

Read and approved.....June 18.....2020



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Chair