

**Meeting of the Brantford Public Library Board
Thursday, January 16, 2020
Main Library Boardroom, 4:30pm – 5:40pm**

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

MINUTES

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

Regrets: J. Heath

Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Nielsen.

Recording Secretary: J. Geerts.

CEO assumed the role of Chair for the election of the Chair and Vice-Chair of the Board

7. RESOLUTION REPORTS

a. Nominating Committee recommendation

Nominating Committee Appointments

01-20

MOVED BY: Councillor J. Utley

SECONDED BY: Councillor J. Wall

That the report from the Nominating Committee be approved for the 2020 Slate of Officers and Committee Membership:

CHAIR: M. McGeein

VICE CHAIR: C. Freibauer

PLANNING AND POLICY COMMITTEE

Chair: Matt Reiners

Vice Chair: John Morrissey

Members: Caroline Freibauer

Josie Heath

Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

REVIEW COMMITTEE

Chair: Gladys Woodburn
Vice Chair: Josie Heath
Members: John Morrisey
Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

GOVERNANCE COMMITTEE

Chair: Caroline Freibauer
Vice Chair: Gladys Woodburn
Members: Karen Towler
Ex-Officio: Marion McGeein

Rae-Lynne Aramburo (Secretary-Treasurer)

Carried.

Nominating Committee met and presented their recommended 2020 Slate of Officers.

1. APPROVAL OF THE AGENDA

02-20

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

That the agenda for the January 16, 2020 Board Meeting be approved as amended.

Carried.

ITEM 7 a. Nominating Committee Recommendation, moved to the start of meeting.

Add under ITEM 8 Information Reports, g. Chamber of Commerce sponsorship; 8 h. Setting of Board Committee dates; 8 i. BRAVA.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES

a. December 19, 2019 Board Meeting Minutes

03-20

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

That the minutes of the December 19, 2019 Board Meeting be approved.

Carried.

04-20

b. December 19, 2019 In Camera Session Minutes

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

That the minutes of the December 19, 2019 Board Meeting In Camera session be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

a. Conflict of Interest protocol – included in package as information

SOLS document provided to Board members with information relating to Library Board conflict of interest situations. This document will be included in the orientation information provided to future new Board members.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

b. Christmas Hours 2020

05-20

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

It is recommended that the Library's operating hours be approved as follows over the 2020 Christmas to New Year

period:	
Sunday, December 20, 2020	CLOSED
Monday, December 21, 2020	Regular Hours
Tuesday, December 22, 2020	Regular Hours
Wednesday, December 23, 2020	Regular Hours
Thursday, December 24, 2020	9:00am – 12:30pm
Friday, December 25, 2020	CLOSED
Saturday, December 26, 2020	CLOSED
Sunday, December 27, 2020	CLOSED
Monday, December 28, 2020	Regular Hours
Tuesday, December 29, 2020	Regular Hours
Wednesday, December 30, 2020	Regular Hours
Thursday, December 31, 2020	9:00am – 12:30pm
Friday, January 1, 2021	CLOSED
Saturday, January 2, 2021	Regular Hours
Sunday, January 3, 2021	1:30pm – 5:00 pm

Carried.

c. 2020 Operating and Capital Budget final approval

06-20

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

WHEREAS City Council approved the 2020 Operating Budget and 2020 to 2029 Capital Plan on December 18, 2019;

BE IT RESOLVED THAT the Final 2020 Operating Budget be approved with the City of Brantford's contribution in the amount of \$4,777,600;

AND FURTHER THAT the 2020 Capital Budget and 2021-2029 Capital Forecast as approved by the City of Brantford be approved as follows:

Project	Year	Funding Amount
St. Paul Branch Library HVAC Replacement	Prior Approved 2020	\$15,000 \$237,200 (Includes \$55,000 from Library Reserve Funds)
New Branch Library	2023 2024	\$500,000 \$6,010,932
Main Library	2020	\$585,000

Roof		
Main Library Passenger Elevator	2020 2021	\$10,000 \$100,000 (Includes \$50,000 from Library Reserve Funds)

Carried.

d. Security guard services contract award

07-20

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

WHEREAS a competitive process to procure a vendor to provide Security Guard Services was undertaken in partnership with the City of Brantford;

BE IT RESOLVED THAT management be authorized to execute the necessary contracts and documents to procure the Security Guard Services for a one-year contract;

AND FURTHER THAT management be authorized to execute the necessary contracts and documents to exercise the options for future terms up to a maximum of four (4) one-year terms.

Carried.

The Library had full security coverage in 2019, due to Board-approved reserve fund transfers. The specific needs of the Library will be included in the security contract with the City.

Councillor J. Utley requested an update after 6 months to provide information on the success of the security contract.

8. INFORMATION REPORTS

a. CEO Narrative

Highlights:

Amir Feridooni, Manager – Support Services will be moving onto another job with Hamilton Public Library. The Board thanked Mr. Feridooni, noting his contributions and

implementation of new initiatives were a great asset to BPL in the short time he has been with the library.
Judy Geerts, Office Administrator will be retiring May 31, 2020.

CEO has started negotiations with the City to create the service agreement to enable the Library to access HR support.

2020 Library Budget was approved as submitted and all unmet needs funded.

Library was presented with a letter and sculpture from Woodland Cultural Centre in appreciation for a donation of office furniture.

b. Financial statements November 2019

Financial Statements for November 2019 were received.

Provincial operating / pay equity grant money was received in December 2019. Management anticipates the library will still receive Connectivity grant money from SOLS.

c. Compliance report

2019 Compliance report received for information.

d. Health and safety 2019

Board requested quarterly reporting on staff incidents, for example lost time accidents.

e. Staffing 2019

CEO implemented exit interviews for employees who are leaving employment at the library.

f. Employee relations

Staff Engagement survey was completed in December 2018. Last fall the Board received the results coming out of the Survey. Staff identified 3 areas for improvement and management are committed to make improvements in 2020 relating to staff communications, health and safety and performance management.

g. Chamber of Commerce sponsorship request

Library received a sponsorship request to donate \$500.00 in support of the Chamber's annual Business Excellence Awards event.

The Board opposed monetary sponsorship but requested management to explore opportunities for the Library to provide 'in kind' sponsorship.

h. Setting Committee meeting dates

CEO will work with each Committee and establish a 2020 meeting schedule.

i. BRAVA

Library received a request to promote the local BRAVA group to support non-profit volunteer awareness.

9. COMMITTEE REPORTS

A. Review Committee

a. No meeting.

B. Planning and Policy Committee

a. No meeting.

C. Governance Committee

a. No meeting.

D. SOLS

a. No meeting.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

a. Book sales

Board member inquired about a book sale. Library currently has discarded books for sale at both locations. Deposit collections using library discards are being created and delivered to institutions, and also some discards are being donated to Better World Books.

12. NEXT MEETING DATE

February 20, 2020 4:30 pm.

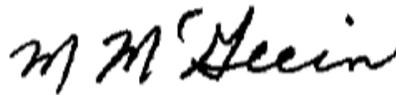
13. ADJOURNMENT

08-20

MOVED BY: M. Reniers

The Board meeting adjourn at 5:40 pm.

Read and approved.....April 23.....2020



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Chair