

**Meeting of the Brantford Public Library Board
Thursday, January 21, 2021
Videoconference, 4:32pm – 5:45pm**

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

MINUTES

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

Regrets: Councillor J. Utley, Councillor J. Wall.

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

Recording Secretary: M. Male.

Presenters: Kevin O’Hara, Manager, Housing Stability Services

1. APPROVAL OF THE AGENDA

01-21

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

That the agenda for the January 21, 2021 Board Meeting to be approved as amended.

Carried.

As amended with change to numbering. Item 5 Approval of In Camera Minutes for December 17, 2020 will be moved to the end of meeting.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

Introduction of Laura Warner, Manager - Library Resources. The Board welcomed her.

Kevin O’Hara, Manager Housing Stability Services answered questions relating to the proposed Library-based Community Housing Outreach Worker, along with R. Aramburo. A report outlining the proposed partnership was circulated to the Board prior to the meeting.

Board Chair recommended moving to resolution (item 8 a) immediately following the presentation.

4. APPROVAL OF THE MINUTES of December 17, 2020

02-21

- a. December 17, 2020 Board Meeting Minutes

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

That the minutes of the December 17, 2020 Board Meeting be approved as amended.

Carried.

Minutes corrected to include Resolution item 9 j (pulled out of the In Camera Minutes). Wording as follows:

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

Based on a positive performance review for 2020, Rae-Lynne Aramburo be moved to Step 3 on the CEO / Chief Executive Salary Grid. (Motion 80-20)

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

None.

8. RESOLUTION REPORTS

- a. Community Housing Outreach Worker Partnership

03-21

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

WHEREAS the establishment of a Child and Youth Worker position in 2010 has shown that a social support-focused position in the Library benefits staff and community members;

AND WHEREAS the vacancy of that position in 2020 has provided an opportunity to explore new options for meeting social support needs at the Library;

AND WHEREAS a partnership with the City of Brantford's Community Services & Social Development Commission can introduce improvements in the provision of social services to vulnerable customers at the Library, while also maintaining supports for Library staff;

BE IT RESOLVED THAT the Library Board approves of using budgeted Child and Youth Worker salary funds to hire a Library-based Community Housing Outreach Worker, reporting to the City of Brantford's Housing and Homelessness Department, for a one-year pilot project. With a six-month interim report coming to the board.

Carried.

Resolution amended to include a six-month interim review of the project. Carried with amendment.

Board provided positive feedback for the initiative, recognizing the value for vulnerable community members, and a great opportunity to work in partnership with the City.

b. 2021 Planned Closure Dates

04-21

MOVED BY: K. Towler
SECONDED BY: G. Woodburn

WHEREAS the Library regularly closes for: Staff Development Days; Statutory Holidays; and, for Sundays and two additional half-days during the Christmas season;

AND WHEREAS additional closures will be required in 2021 due to: an HVAC replacement at the St. Paul Branch; and, the COVID-19 impact on Sunday services;

BE IT RESOLVED THAT the Library Board approves of the following planned closures for 2021:

Statutory Holidays as observed per ESA and collective agreements

Up to 2 days for Staff Development Days, to be confirmed by Management

All Sundays up to October 17th, 2021

Sunday, December 19, 2021
Friday, December 24, 2021 at 12:30 p.m.
Saturday, December 25, 2021
Sunday, December 26, 2021
Monday, December 27, 2021
Friday, December 31, 2021 at 12:30pm

St. Paul Branch up to two weeks for the St. Paul Branch HVAC replacement (previously approved).

Carried.

c. IT Services Review

05-21

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

WHEREAS an organizational restructuring exercise in 2020 identified the need to complete an IT Services Review to provide expert advice on the needs of the Library's IT Department;

BE IT RESOLVED THAT the Library Board approve the transfer of \$25,000 of the anticipated 2020 operating surplus to the Automated Equipment Reserve for the purpose of funding an IT review in 2021;

AND FURTHER THAT the Library Board approve an upset limit of \$25,000 to procure IT professional services to undertake an IT Review.

Carried.

A review of this type has not been previously conducted. Management anticipates being able to procure a vendor through collaborative purchasing options.

9. INFORMATION REPORTS

a. Upcoming Board Member resignation: J. Morrissey

J. Morrissey has accepted a new job outside of Brantford and will be relocating. He is resigning from the Board, effective February 1. The Clerk's office will coordinate appointment of a new member, who will serve on the Board until the completion of the term in November 2022.

b. CEO Report - December

Report was presented and CEO answered questions relating to the Virtual Court service the Library is supporting.

c. COVID-19 Impacts – December to January

Report was presented and CEO provided additional information around the provincial status changes since the last Board meeting, and the introduction of wellness calls for seniors.

d. November 2020 Financial Statements

Financial Statements for November 2020 were received.

e. 2020 Compliance Report

f. 2020 Health and Safety Report

Significant improvements have been introduced in recent years for the Library's Health and Safety inspections. The two WSIB claims were both related to slips and trips. Claims were low don't expect significant financial impacts.

g. 2020 Staffing Report

h. Strategic Actions 2021

Several actions have been carried over from 2020 and are already underway. Management is working on more detailed planning through Project Charters, which outline objectives, milestones, and measures for each project.

10. COMMITTEE REPORTS

A. Review Committee

No meeting.

B. Planning and Policy Committee

No meeting

C. Governance Committee

Library Board Evaluation Tool

The Committee developed two new online surveys that will be shared with the Board in the coming week. One evaluates Board performance in general, and the other provides feedback to the Board Chair. A third survey will be distributed later and is designed for individual self-assessments. Governance Committee will review results at their February meeting, and bring forward recommendations as needed.

D. SOLS

The Board is still seeking a member to be the SOLS trustee representative. There are two meetings a year. They are virtual meetings, and it is anticipated they will continue to be virtual, even after the pandemic. The first meeting will be in the spring.

11. NOTICE OF DISCUSSION

A discussion around the Board's vision for new branch(es).

12. OTHER BUSINESS

Board members mentioned recent library mentions in the Brantford Expositor: 1) Obituary in the paper specifically thanked the library and staff for support, encouraging donations to the library in memory of the deceased; 2) Councillor recently noted that an apartment approved for building would have been a great location for a library.

13. NEXT MEETING DATE

March 18, 2021 at 4:30 pm. (Regular meeting)

January 28, 2021 at 4:30 pm. (Special meeting)

After a prolonged delay due to the pandemic, collective bargaining resumed in January, virtually. Tentative agreements have been reached with both units. A special board meeting to ratify agreements has been called for Thursday January 28, 2021 at 4:30pm.

5. APPROVAL OF THE IN CAMERA MINUTES of December 17, 2020

06-21

a. December 17, 2020 Board Meeting In Camera Minutes

MOVED BY: G. Woodburn

SECONDED BY: J. Heath

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

Carried.

13. ADJOURNMENT

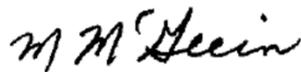
07-21

MOVED BY: K. Towler

The Library Board meeting adjourned at 5:54 p.m.

Carried.

Read and approved.....March 18.....2021



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Chair