

**Meeting of the Brantford Public Library Board
Thursday, August 26, 2021
Videoconference, 4:31pm – 5:35pm**

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

MINUTES

Videoconference Call: M. McGeein (Chair), G. Woodburn (Vice Chair), M. Reniers, J. Heath, C. Freibauer, L. Morris, Councillor J. Wall, Councillor J. Utley.

Regrets: K. Towler.

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

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

34-21

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

That the agenda for the August 26, 2021 Board Meeting to be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of May 20, 2021

35-21

a. May 20, 2021 Board Meeting Minutes

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

That the minutes of the May 20, 2021 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

None

7. RESOLUTION REPORTS

a. Annual Fines and Fees Review

36-21

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

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT an amount of \$40,100 be included in the 2022 Draft Operating Budget with a COVID-19 impact offset of \$20,050.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2021 and the start of 2022 consistent with current rates and comparable with other libraries.

Carried.

Review Committee in agreement with the Annual Fines and Fees review.

b. St. Paul Branch HVAC Replacement Additional Funding Request

37-21

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

WHEREAS issues encountered with the new cooling system have resulted in the system not functioning properly during low cooling demand;

AND WHEREAS the installation of a hot gas by-pass device is recommended to resolve the issue and improve system efficiencies;

BE IT RESOLVED THAT the Library Board approve an additional \$11,500 from the Equipment Reserve to fund the purchase and installation of the hot gas by-pass device.

Carried.

c. Employer Partnership with Canadian Centre for Diversity and Inclusion

38-21

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

WHEREAS in March 2021, the Brantford Public Library Board approved \$20,000 be allocated to provide diversity, equity, and inclusion training for all staff, and to establish a committee to oversee diversity, equity, and inclusion projects;

AND WHEREAS the Canadian Centre for Diversity and Inclusion's proposal meets all the needs of the project, and their Employer Partnership program provides additional value to the project and the Brantford Public Library;

BE IT RESOLVED THAT Brantford Public Library enter into a 3-year Employer Partnership agreement with the Canadian Centre for Diversity and Inclusion, at a cost of \$3,000 per year in addition to the project cost.

Carried.

d. Workplace Harassment and Workplace Violence Policies

39-21

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

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Workplace Harassment and Workplace Violence Policies;

BE IT RESOLVED THAT the Library Board approve the annual review of the Workplace Harassment Policy and Workplace Violence Policy, which has resulted in no recommended changes or additions to these policies at this time.

Carried.

Suggestion was made to include cross reference to the Employee Code of Conduct policy in future review/update, as it pertains to consequences for workplace violence and harassment.

e. Health and Safety Policy

40-21

MOVED BY: L. Morris
SECONDED BY: G. Woodburn

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Health and Safety Policy;

BE IT RESOLVED THAT the Library Board approve the revised Health and Safety Policy.

Carried.

f. National Day for Truth and Reconciliation

41-21

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

WHEREAS the National Day for Truth and Reconciliation is a new statutory holiday on September 30, proclaimed by the federal government;

AND WHEREAS current language in the Library's Collective Agreements prescribes that unionized staff receive the day as a paid holiday;

AND WHEREAS the day will serve as an important reminder of the legacy of Canada's residential school system and the nation's reconciliation responsibilities;

BE IT RESOLVED THAT the Library Board approve the National Day for Truth and Reconciliation as a paid holiday for

all Brantford Public Library staff (unionized and exempt);

AND THAT the Library Board approves the closure of the Library on September 30, 2021 in recognition of the holiday;

AND FURTHER THAT Library Management be directed to gather information about how to appropriately honour the day in future years, specifically in regards to closing or opening the Library.

Carried.

8. INFORMATION REPORTS

a. CEO Report – May to July 2021

Recent and upcoming activities and decisions were highlighted in the report. K. Symons, Corporate Services Administrator, spoke to the security camera project. New design incorporates the existing cameras and addition of a number of new cameras to bring coverage levels up, including the introduction of cameras at the St. Paul Avenue Branch. Board will receive an update at the September Board meeting.

CEO provided additional information relating to the decision to consolidate primary eBook/Audiobook collection under one vendor, Overdrive.

b. April - June 2021 Financial Statements

Financial Statements for April - June 2021 were received.

c. Library Use Statistics – Second Quarter 2021

To provide a better overall picture of Library membership, additional information was requested, including a summary of total library membership numbers. Information will be provided at the September Board meeting under Business Arising.

9. COMMITTEE REPORTS

A. Review Committee

Draft Minutes August 19, 2021.

B. Planning and Policy Committee

Draft Minutes June 8, 2021

Draft Minutes from August 25, 2021 meeting to be provided at September Board meeting.

C. Governance Committee

No meeting

D. OLS

No meeting/report

10. CITY COUNCILLORS REPORT

Library Board/City Councillors provided updates on various City initiatives including: reintroduction of downtown events in Harmony Square; reopening of the pedestrian bridge; opening of the new City Hall is open; the Downtown Improvement Task Force; the Arts and Cultural Hub; and the approval of a Community Improvement Plan. Suggestion was made to invite Dr. Northwood from Laurier to present to the Library Board and see how the Library can join conversations about the Arts and Cultural Hub.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

- a. Inquiry made about the upcoming federal election and the Library's roll in providing information to the community. During previous elections, Library has offered a series of programs and information. Turnaround time is brief this year, and there are competing priorities, but library staff will strive to pull together information.

13. NEXT MEETING DATE

September 23, 2021 4:30pm

With the Library's strategic plan ending in 2021, the Planning and Policy Committee is recommending a strategic planning

workshop for Board members this fall, to be led by an experience, external facilitator. A portion of the plan's development will be done in-house with the help of data and survey information from the Library Planning Study. R. Aramburo will send out a Doodle poll to identify a suitable date.

14. ADJOURNMENT

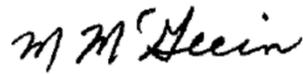
42-21

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

The Library Board meeting adjourned at 5:35 p.m.

Carried.

Read and approved.....September 23.....2021



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Chair