

**Meeting of the Brantford Public Library Board
Thursday, December 16, 2021
Videoconference, 4:32pm – 5:53pm**

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. Utley, K. Towler.

Regrets: Councillor J. Wall.

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

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

61-21

MOVED BY: J. Heath
SECONDED BY: L. Morris

That the agenda for the December 16, 2021 Board Meeting to be approved as amended.

Carried.

Items 9 h and 9 i to be discussed In Camera at the end of the meeting. Correction to letter bullets under item 8.

2. DECLARATION OF CONFLICT OF INTEREST

Noted below under the relevant agenda item.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of October 21, 2021

62-21

a. October 21, 2021 Board Meeting Minutes

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

That the minutes of the October 21, 2021 Board Meeting be

approved.

5. APPROVAL OF THE MINUTES of November 18, 2021

63-21

- a. November 18, 2021 Board Meeting Minutes

MOVED BY: G. Woodburn

SECONDED BY: M. Reniers

That the minutes of the November 18, 2021 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

- a. Delegate Letter from Brantford City Clerk (re: Southwest Community Centre Resolution)

8. RESOLUTION REPORTS

- a. 2021 External Auditor Annual Independence Letter / Engagement Letter / Audit Plan

64-21

MOVED BY: C. Freibauer

SECONDED BY: M. Reniers

WHEREAS Millards Chartered Professional Accountants has been appointed the external auditor for the City of Brantford and its local boards;

BE IT RESOLVED THAT the report regarding independence of the City's external auditor, the Engagement Letter and the Audit Plan, BE RECEIVED.

Carried.

- b. 2021 Trust Fund Investment Plan

65-21

MOVED BY: J. Heath

SECONDED BY: G. Woodburn

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, as presented, with option number 2.

Carried.

c. Resumption of Sunday Service

66-21

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

WHEREAS Sunday operations at the Library have been suspended since March 2020 due to the COVID 19 pandemic;

AND WHEREAS the Library has been able to successfully, gradually reintroduce in-person services and operations over the past several months;

AND WHEREAS the previous concerns relating to Sunday service have been mitigated to a degree;

BE IT RESOLVED THAT the Library Board approves the resumption of Sunday service at the Library effective, January 23, 2022 (unless advice or regulations from government or health authorities recommend otherwise at that time).

Carried.

COVID numbers are rising, anticipate worsening in January and February. Board will leave to the Management team to determine adjustments to the Sunday service, as needed.

d. 2022 Laurier MOU

67-21

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

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a mutually beneficial agreement for over 20 years to provide library services for the Brantford campus;

BE IT RESOLVED THAT the Board approve the Wilfrid Laurier University Memorandum of Understanding for 2022 and the associated fee schedule, as presented.

Carried.

Revisions incorporates recommendation from Planning and Policy Committee to update the per capita library costs.

e. 2022 Board Meeting Dates

68-21

MOVED BY: L. Morris
SECONDED BY: C. Freibauer

WHEREAS the Organizational By-Law Section 8.02 states regular Board meeting dates be set in the preceding year;

BE IT RESOLVED that the Regular Library Board meeting dates for 2022 are:

- Thursday, January 20, 2022
- Thursday, February 17, 2022
- Thursday, March 17, 2022
- Thursday, April 21, 2022
- Thursday, May 19, 2022
- Thursday, June 16, 2022
- Thursday, August 18, 2022
- Thursday, September 15, 2022
- Thursday, October 20, 2022
- Thursday, November 17, 2022
- Thursday, December 15, 2022

Carried.

f. Southwest Community Centre Letter of Intent

69-21

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

BE IT RESOLVED THAT Library staff be authorized to sign a letter of intent jointly with the City to the Grand Erie District

School Board to indicate the intent to continue to pursue a shared facility in the southwest.

Carried.

As further planning and agreements take place, it will be more clearly identified how the space will be shared.

g. Internet Services Agreement with Brantford Hydro

70-21

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

WHEREAS Brantford Hydro Inc. through its NetOptics division has provided reliable Fibre Internet Services to the Library since 2009;

AND WHEREAS Brantford Hydro Inc. is the provider for the City of Brantford;

BE IT RESOLVED THAT management be authorized to sole source the acquisition of Internet Services from Brantford Hydro Inc.;

AND FURTHER THAT management be authorized to enter into a three (3) year agreement with Brantford Hydro Inc. for internet services.

Carried.
2 conflicts declared

Councillor J. Utley and G. Woodburn declared conflict.

9. INFORMATION REPORTS

a. CEO Report – October to November

Recent and upcoming activities and decisions were highlighted in the report.

CEO, R. Aramburo confirmed previous Board direction regarding Capital Budget presentation, and also provided new information relating to Operating Budget.

Operating Budget submission was prepared with options to get to 2%, but Library Management has learned from City

Finance that approach was not included in budget guidelines for 2022. Additionally, long term disability benefits provided has indicated that we will be seeing savings in 2022, so lowering increase to meet 2% target is now attainable without reducing services.

Board direct staff to revise the Operating Budget submission to come within the 2% increase target.

71-21

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

Carried.

b. October Financial Statements

Financial Statements for October 2021 were received.

c. 2021 Third Quarter Library Use Statistics

d. 2021 Strategic Actions Update

e. DEI training assignments

Z. Ozols – Manager Programming and Partnerships, provided an updated on the Diversity, Equity and Inclusion (DEI) training. Z. Ozols will send out training assignments for the Board to complete on their own time. Planning and Policy Committee recommended that Library Board meetings include time to discuss assigned DEI training. All Board members will receive a summary along with links to registration and training.

Facilitated focus group will be scheduled for January, Board members are welcome to participate. The sessions are anonymous and the information gathered during this focus group to inform a roadmap for moving forward. A Diversity and Inclusion Committee will be formed early in 2022.

f. Strategic Planning update

Following the Ontario Library Services presentation at the November meeting, discussion with the Board Chair and the Planning and Policy Committee Chair, it is recommended that strategic planning work will take place during Planning and Policy Committee meetings. All Board Members invited to

attend the meetings, to participate if they are interested. The strategic planning sessions will be approximately one hour in length. Regular updates and engagement will also happen at board meetings. Two staff members will be included in these planning sessions, along with CEO and manager representative. These sessions will begin in January.

10. COMMITTEE REPORTS

A. Review Committee

Minutes October 25, 2021.
Draft Minutes November 29, 2021.

B. Planning and Policy Committee

Draft Minutes November 10, 2021.

C. Governance Committee

No meeting

D. OLS

No meeting/report

Seeking new Board representative to participate in the OLS meetings. CEO will email details to the Board for consideration.

11. CITY COUNCILLORS REPORT

Councillor Utley provided updates from Downtown Improvement Task Force and sub-committees.

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

None.

8. RESOLUTION REPORTS

72-21

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

That this assembly adjourn to commence with an In Camera session to discuss 9. h Harmonized Benefits Ratification and 9. i CEO Performance Review at 5:37 pm.

Carried.

h. Harmonized Benefits Ratification – In Camera

74-21

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

THAT the Library Board RATIFY the settlement reached between the Brantford Public Library Board, the City of Brantford, and the Canadian Union of Public Employees (CUPE) Local 181 – Part-time Unit and Full-Time Unit, for Amendments to the CUPE Harmonized Benefit Plan; and

THAT the CEO/Chief Librarian be delegated authority to execute the Memorandum of Settlement and any ancillary documents necessary to affect the settlement ratified above.

Carried.

i. CEO Performance Review – In Camera

75-21

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

Based on a positive performance review it is recommended for approval that CEO/Chief Librarian be moved to Step 4 on the CEO Salary grid level.

Carried.

14. NEXT MEETING DATE

January 20, 2022 4:30pm

15. ADJOURNMENT

76-21

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

That the Board meeting adjourned at 5:53 p.m.

Carried.

Read and approved.....January 20.....2022.

M M Heerin

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Chair