

**Meeting of the Brantford Public Library Board
Thursday, March 18, 2021
Videoconference, 4:32pm – 5:58pm**

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

MINUTES

Videoconference Call: M. McGeein (chair), G. Woodburn (vice chair), G. Woodburn, K. Towler, M. Reniers, J. Heath, Councillor J. Utley,

Regrets: C. Freibauer, Councillor J. Wall.

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

Recording Secretary: M. Male.

Presenters: Gerry Moniz, Manager of Chronic Disease Prevention, Brant County Health Unit and Dr. Elizabeth Urbantke

1. APPROVAL OF THE AGENDA

08-21

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

That the agenda for the March 18, 2021 Board Meeting to be approved as amended.

Carried.

Item 6 Approval of In Camera Minutes be moved to the end of the meeting.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

Gerry Moniz, Manager of Chronic Disease Prevention and Dr. Elizabeth Urbantke from the Brant County Health Unit spoke to the proposed installation of new community needle disposal bins. One proposed location is between Laurier and the Library on Colborne Street. Similar disposal bins have been in the community for a number of years, managed by the Brant County Health Unit.

The Board had the opportunity to ask questions about the bins, and expressed appreciation for the presentation and the Health Unit's work to keep the community safe.

4. APPROVAL OF THE MINUTES of January 21, 2021

09-21

- a. January 21, 2021 Board Meeting Minutes

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

That the minutes of the January 21, 2021 Board Meeting be approved.

Carried.

5. APPROVAL OF THE MINUTES of January 28, 2021

10-21

- a. January 28, 2021 Board Meeting Minutes

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

That the minutes of the January 28, 2021 Board Meeting be approved as amended.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. CORRESPONDENCE

None.

9. RESOLUTION REPORTS

- a. Needle Disposal Bin Installation

11-21

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

WHEREAS Brantford's City Council is considering a recommendation to install needle disposal bins at four

locations, including one on Colborne Street in the Library/Grand River Hall area;

AND WHEREAS City Council deferred the decision to allow time for the Brantford Public Library Board to consider the installation of a bin near the Library;

AND WHEREAS the Brant County Health Unit recommends the installation of community needle disposal bins to address concerns related to improperly discarded needles;

BE IT RESOLVED THAT the Library Board supports a decision to install a community needle disposal bin that does not obstruct the mural/aesthetics of the Library on Colborne Street.

Carried.

Board in support of a needle bin, and requests that its placement does not interfere with the mural or aesthetics of the west side of the Library.

b. Establishing a Diversity, Equity and Inclusion Strategy

12-21

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

WHEREAS the Brantford Public Library's principles and values prescribe the provision of diverse, equitable and inclusive services for community members,

AND WHEREAS recent events in North America have highlighted inequities within society that require strategic and purposeful actions to resolve,

BE IT RESOLVED THAT \$20,000 be allocated in total, (\$10,000 from the Grant Opportunities and Projects reserve fund and \$10,000 from the 2021 operating budget for Professional Services) to provide diversity, equity, and inclusion training

Carried.

Z. Ozols, Manager – Programming and Partnerships, spoke to this report, noting the importance of actively doing DEI work,

and how improvements for marginalized groups improves services for all in our community.

The Board is in favour of a proactive approach to DEI work, and believes it is important for the Board to be included in any training.

c. 2020 Financial Transfers

13-21

MOVED BY: M. Reniers
SECONDED BY: Councillor J. Utley

WHEREAS Reserve Funds provide the Library Board with a source of funding to meet contractual obligations, comply with Trust/Endowment Obligations, and respond to opportunities and emergencies in self-sustaining way;

AND WHEREAS approval of transfers is necessary to complete the 2020 Year-end Financial Statements;

BE IT RESOLVED THAT the Brantford Public Library Board approve the following transfers:

- \$27,172 from the Post-Employment Benefits Reserve
- \$5,000 from the Grant Opportunity & Projects Reserve
- \$21,877 from the Equipment Reserve
- \$2,917 from the Automated Equipment Reserve
- \$114,932 from the Endowment/Trust Fund
- \$28,876 to the Automated Equipment Reserve
- \$5,348 to the Equipment Reserve
- \$101,094 to the Materials Acquisition Reserve
- \$643 to the Grant Opportunity & Projects Reserve
- \$25,851 to the Endowment Fund
- \$31,820 to the Post-Employment Benefits Fund
- \$153,321 to the Library Services Pandemic Stabilization Fund;

AND THAT the Library management be given the authority to make necessary adjustments to the transfers if so required during the 2020 year-end audit and inform the Board of any adjustments.

Carried.

14-21

d. Vice-Chair of Planning and Policy Committee

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

That the following update from the Nominating Committee be approved for the 2021 - 2022 Slate of Officers and Committee Membership:

PLANNING AND POLICY COMMITTEE

Chair: Matt Reniers
Vice Chair: Caroline Freibauer ~~John Morrissey~~
Member: Josie Heath

Ex-Officio: Marion McGeein

Secretary-Treasurer: Rae-Lynne Aramburo

Carried.

10. INFORMATION REPORTS

a. CEO Report – January/February

CEO highlighted recent achievements, partnerships and upcoming initiatives, including the successful budget process.

b. COVID-19 Impacts – January to March

Board in agreement to discontinue the COVID-specific report at this time, with the relevant information to be incorporated in the CEO Report and Financial Statements.

c. January 2021 Financial Statements

Financial Statements for January 2021 were received.

Impacts of COVID year to date have been noted and will be expanded on as the year unfolds.

d. Southwest shared facility – Information for City Council

A report from Southwest Task Force's quarterly meeting went to City Council, which included the request for a Letter of

Intent to confirm the partnership, as required by the school board. R. Aramburo informed the Board of the resulting discussion at City Council, and the need to provide more information supporting the Library's involvement in the project, when the Letter goes back to Council for final approval. R. Aramburo is gathering the information, and working with the City on the approach to share it, which may also include an opportunity to present. The Board provided advocacy suggestions to work into the report and presentation. The timeline for preparing the information is not yet confirmed.

e. 2020 Fourth Quarter Library Use Statistics

Report highlighted how the Library was used at the end of 2020, including annual totals of circulation, programs, technology and other resource usage.

f. Employee/Labour Relations 2020

Report provided annual information on various factors relating to employee/labour relations, including a section focusing on COVID impacts. Board commended the indications of positive relations with the Union.

g. Board Evaluation Results

Governance Committee reviewed results of the Board Evaluation. Results show the Board is functioning well. Committee recommends the Board focus on strengthening external relationships at this time. Committee also reviewed the tool and recommended some improvement to be incorporated in next year's evaluation form.

Board Chair feedback has been submitted. There is a third form for the Board to complete, a self-evaluation that was included in this meeting package, and will also be sent around to members separately. Results of this form will not be gathered; it is a tool for self-reflection on individual Board member performance.

11. COMMITTEE REPORTS

A. Review Committee

Draft Minutes January 25, 2021.

B. Planning and Policy Committee

Draft Minutes January 27, 2021

Draft Minutes February 24, 2021

C. Governance Committee

Draft Minutes February 25, 2021

Self-Evaluation – Individual Board Member Performance

D. SOLS

Governance Committee will be taking on the shared responsibility of participating as SOLS trustee representative. As chair, C. Freibauer will be key participant with other Governance members willing to rotate in meeting attendance.

12. NOTICE OF DISCUSSION

- a. Board recognition of staff work during pandemic

Board will have a discussion at the April Board Meeting. Planning and Policy Committee will consider ideas at their meeting and bring suggestions forward to the Board.

13. OTHER BUSINESS

14. NEXT MEETING DATE

April 15, 2021 4:30pm

6. APPROVAL OF IN CAMERA THE MINUTES of January 28, 2021

15-21

- a. January 28, 2021 Board Meeting In Camera Minutes

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

That the in camera minutes of the January 28, 2021 Board Meeting be approved.

Carried.

13. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:58 p.m.

Carried.

Read and approved.....April 15.....2021



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Chair