

**Meeting of the Brantford Public Library Board  
Thursday, May 20, 2021  
Videoconference, 4:33pm – 6:08pm**

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

**MINUTES**

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

**Regrets:**

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

**Recording Secretary:** M. Male.

**Presenter:** Greg Young, TCI Management Consultants.

**1. APPROVAL OF THE AGENDA**

26-21

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

That the agenda for the May 20, 2021 Board Meeting to be approved.

Carried.

**2. INTRODUCTIONS/NEW BOARD MEMBER WELCOME**

Welcome to new Board Member, Lindsay Morris.

**3. DECLARATION OF CONFLICT OF INTEREST**

None.

**4. PRESENTATIONS**

- a. Preliminary Community Survey/Library Planning Study Results

Representatives in attendance: Beth Ross (Library consultant), Beth Ross & Associates; Carolyn Smith (Project Architect), Hossack & Associates; Jon Linton and Greg Young (Directors), TCI Management Consultants.

Greg Young provided the Board with the preliminary results of the Community Survey and next steps for the Library Planning Study. 1869 community surveys and 16 key stakeholder interviews were completed. Additionally, a workshop with four Library Board representatives was held.

**5. APPROVAL OF THE MINUTES of April 15, 2021**

27-21

- a. April 15, 2021 Board Meeting Minutes

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

That the minutes of the April 15, 2021 Board Meeting be approved.

Carried.

**6. APPROVAL OF THE MINUTES of April 22, 2021**

28-21

- a. April 22, 2021 Board Meeting Minutes

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

That the minutes of the April 22, 2021 Board Meeting be approved.

Carried.

**7. APPROVAL OF THE IN CAMERA MINUTES of April 22, 2021**

29-21

- a. April 22, 2021 Board Meeting In Camera Minutes

MOVED BY: C. Freibauer  
SECONDED BY: G. Woodburn

That the minutes of the April 22, 2021 Board Meeting be approved.

Carried.

**8. BUSINESS ARISING FROM THE MINUTES**

- a. Staff Appreciation

At a previous meeting, the Board requested that Management identify an initiative to acknowledge and appreciate the hard work and accomplishments of staff during the pandemic. In response, Management is proposing giving staff an extra, paid day off. Rather than close the Library for service on that particular day, the Management team will run the Library. The arrangement is possible because of the current level of reduced service and hours. The staff day off will need to take place on a Monday, when only one location is open. Any staff that are already scheduled to be off on that particular day will receive time off on an alternative date.

Board is in favour implementing this plan.

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

Carried.

## **9. CORRESPONDENCE**

- a.** Letter from City of Brantford re: Prioritization Matrix Implementation and Asset Management Plan

New prioritization matrix presents a more objective and detailed way to manage/plan projects. Library will be looking for synergy between Library and City initiatives and opportunities to coordinate projects at the same time. Fits together well with the Asset Management Plan. It was suggested that L. Sordo, Director Facilities Management and Security, may be invited to a future Board meeting to provide additional information to the Board.

## **10. RESOLUTION REPORTS**

- a.** Library Branch Planning

30-21

MOVED BY: C. Freibauer  
SECONDED BY: K. Towler

WHEREAS library studies, library standards, and municipal comparisons indicate a need for library location expansion in Brantford;

AND WHEREAS the Southwest Community Centre project

provides the Library with an opportunity to meet established needs in the southwest of Brantford;

AND WHEREAS a library facilities master plan will help to identify additional options and plans for meeting further community needs;

BE IT RESOLVED THAT the Library Board confirm continued commitment as a partner in the Southwest Community Centre project, in the pursuit of a shared facility with the City of Brantford and Grand Erie District School Board;

AND THAT Library staff be directed to provide Brantford City Council with information relating to the establishment of a new library in the Southwest Community Centre, with the goal of confirming Council's support for funding the project;

AND FURTHER THAT Library staff be directed to work with the City of Brantford Facilities Management and Security Department to develop a library facilities master plan, informed by the pending 2021 library planning study final report.

Carried.

Board expects that the comprehensive information included in the report will be useful for future presentations to City Council. Feedback provided that the distance between the Southwest location and Main Library is not a significant concern.

**b. Membership and Circulation Policy Revision**

31-21

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

WHEREAS recent changes to operations have impacted the accuracy of the current Membership and Circulation Policy;

AND WHEREAS the current Membership and Circulation Policy excludes free membership for individuals who work, but do not reside in Brantford, Brant County or Six Nations;

AND WHEREAS providing wider access to the Library's

resources will benefit employees and workplaces in Brantford, in addition to furthering the Library's commitment to reducing barriers to library services;

BE IT RESOLVED THAT the Library Board approve revisions to the Membership and Circulation Policy, as attached, to reflect changes in operations and to extend free membership to individuals who work in Brantford, regardless of where they reside.

Carried.

Board in full support of extending library membership eligibility in this way.

**c. St. Paul HVAC Additional Asbestos Abatement**

32-21

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

WHEREAS unexpected asbestos abatement was required during the St. Paul Branch HVAC project for internal work to continue;

AND WHEREAS management took necessary actions to procure services to complete the removal on an emergency basis;

BE IT RESOLVED THAT the estimated cost of the asbestos removal and subsequent work to restore the impacted areas be funded from the Equipment Reserve up to \$10,000.

Carried.

Other \$2,000 will be funded through operating budget.

**d. Bed Bug Infestation Policy**

33-21

MOVED BY: J. Heath  
SECONDED BY: K. Towler

WHEREAS the Brantford Public Library strives to prevent and contain the presence of bed bugs and their eggs in library

facilities or on library materials;

BE IT RESOLVED THAT the Infestation Policy be approved;

AND FURTHER THAT management identify budget impacts including unmet needs during the 2022 Budget process.

Carried.

Practices to mitigate infestation are already in place and have been successful. Creation of this policy is an additional, proactive measure. Primarily an operational policy, but is being brought to the Board for consideration because of the budget implications associated with it.

## **11. INFORMATION REPORTS**

### **a. CEO Report – April**

Recent and upcoming activities and decisions were highlighted in the report. Additionally, Board considered the staffing reductions put in place at the special meeting in April. The Province's recently announced, new reopening framework indicates a full Library reopening may not take place until July. The hours and service levels reduced in April for the Stay-at-Home Order could be expanded again with Step 1. Board recommends waiting to make a decision on this when more information is known about the reopening guidelines.

### **b. March 2021 Financial Statements**

Financial Statements for March 2021 were received.

### **c. Library Use Statistics – First Quarter 2021**

### **d. Annual Report**

Presentation of financial statements was adjusted from previous Annual Reports. This is a draft version; once content is confirmed, it will be published on the Library's website. Board provided positive feedback about the layout and information, and recommended an adjustment to balance out the pictures used.

### **e. Strategic Actions Update**

Actions were approved in March, updates are provided in May and September.

**9. COMMITTEE REPORTS**

**A. Review Committee**

Draft Minutes April 15, 2021.

**B. Planning and Policy Committee**

No meeting

**C. Governance Committee**

No meeting

**D. OLS**

C. Freibauer attended a virtual meeting representing the Library Board. Ontario Library Service is newly amalgamated organization that supports all public libraries in Ontario. The province has been divided into assemblies. Each assembly meets twice a year. Frank Mensink from Kitchener will represent our regional assembly on the Governance Board for OLS.

**13. CITY COUNCILLORS REPORT**

- a.** Decision was made not to expand the downtown pilot security program at this time. Further discussion will take place during budget process. In the meantime, the program remains as it was.
- b.** Rainbow crosswalk will be installed in front of the Library. The Library is investigating if Library security cameras can capture both our building and the crosswalk, in case of vandalism.
- c.** Customer Code of Conduct was passed by the City.
- d.** Flag Poles will be installed in Harmony square with a Canada flag, Provincial flag, Brantford flag and optional flag.

**14. NOTICE OF DISCUSSION**

None.

**15. OTHER BUSINESS**

None.

**16. NEXT MEETING DATE**

June 17, 2021 4:30pm

**13. ADJOURNMENT**

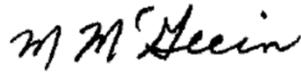
34-21

MOVED BY: J. Heath

The Library Board meeting adjourned at 6:08 p.m.

Carried.

Read and approved.....August 26.....2021



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Chair