

**Meeting of the Brantford Public Library Board  
Thursday, October 21, 2021  
Videoconference, 4:30 pm – 5:50 pm**

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

**MINUTES**

**Videoconference Call:** M. McGeein (Chair), G. Woodburn (Vice Chair), M. Reniers, C. Freibauer, Councillor J. Utley (Arrived 4:51pm), Councillor J. Wall (Arrived 4:51pm), K. Towler.

**Regrets:** J. Heath, L. Morris.

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

**Recording Secretary:** M. Male.

**1. APPROVAL OF THE AGENDA**

52-21

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

That the agenda for the October 21, 2021 Board Meeting be approved as amended with the addition of Item 8e Parking.

Carried.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**4. APPROVAL OF THE MINUTES of September 23, 2021**

53-21

a. September 23, 2021 Board Meeting Minutes

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

That the minutes of the September 23, 2021 Board Meeting be approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

- a. Reciprocal Borrowing Agreement with Idea Exchange (Cambridge Public Library).

The agreement takes effect during Ontario Public Library Week.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

- a. 2022 Draft Operating Budget Submission

54-21

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

WHEREAS the Brantford Public Library Board is required to submit to the City of Brantford estimates of all sums required during the year for the purposes of the Board;

AND WHEREAS the City requested Local Boards to achieve a budget target of 2.0%;

AND WHEREAS the Library Board has identified \$161,210 in efficiencies over the past 5 years (2018 to 2022);

BE IT RESOLVED THAT the Library Board approve the Draft 2022 Operating Budget submission with the City of Brantford Contribution in the amount of \$4,987,900 representing a 2.45% increase to the City of Brantford Contribution;

AND FURTHER THAT service level reductions of one Summer Literacy Student Position (\$6,400) and the elimination of Sunday service hours from October to December 2022 (\$15,510) be submitted as unrecommended options to reduce the budget to the target of 2.0%;

AND FURTHER THAT the Library Board utilize the Library Services Pandemic Stabilization Fund to mitigate the budget

impact of reduced revenues and COVID-19-related expenditures due to the ongoing pandemic.

Carried.

The draft Operating Budget will be presented at 2.45% increase. Limiting the increase to 2% was not possible without service reductions. Options are provided to get to 2% as directed.

**b.** Information Services Policy

55-21

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

WHEREAS the current Information Services Policy has not been revised in over ten years and needs to be updated to reflect current services and practices;

AND WHEREAS an Information Services Policy communicates the responsibilities of Library staff in the delivery of information services;

BE IT RESOLVED THAT the Library Board approves the updated Information Services Policy, as presented.

Carried.

**c.** Vaccination Disclosure Standard

56-21

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

WHEREAS government and health authorities advise that vaccination is the best and most effective tool to reduce the adverse effects of COVID19 and to protect the broader public health;

AND WHEREAS numerous municipalities and associated public library systems across Ontario have adopted policies relating to vaccinations for employees;

AND WHEREAS the City of Brantford adopted a *Mandatory COVID-19 Vaccination Status Disclosure Standard* in September 2021;

BE IT RESOLVED THAT the Brantford Public Library Board approves the implementation of Mandatory COVID-19 Vaccination Status Disclosure Guidelines for Brantford Public Library employees, Library Board members, security contractors and volunteers, in an effort to reduce the spread of COVID-19 in the workplace and in the community at large;

AND FURTHER THAT Library Management be authorized to adjust the Guidelines or application of the Guidelines to incorporate opportunities for improvement or to address new or changing circumstances when implementing.

Carried.

Resolution passed with language amended to “when implementing.” Timelines may need to be adjusted as implementation begins. Library guidelines differ from City standard in terms of frequency of testing for non-vaccinated individuals.

Board directed Management to ensure frequency of testing aligns with science-based recommendations, and to ensure individuals are properly trained to take the tests, including compliance with public health directives.

Management will adjust the guidelines to note that the frequency of testing will be provided by Management, and will be determined based on science/public health authority guidance.

Board directed Management to remove religious exemptions from the guidelines. Exemptions are only approved for medical reasons, there being only two accepted medical exceptions at this time.

Library will not be storing Proof of Vaccination (POV) information. Designated staff are visually verifying POV and recording the verification.

**d. Library Planning Study Response**

57-21

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

WHEREAS in late 2020 the Brantford Public Library

commissioned a Library Planning Study;

AND WHEREAS the objectives of the Study were to:

- a) update the information in the 2009 report, *Feasibility Study for Expanding Library Services*, outlining a preferred Library facility model that will meet the specific needs of Brantford up to 2041;
- b) demonstrate the benefits and value of Library services, including a current economic impact analysis; and,
- c) include information that reflects the community's needs and interests relating to Library services to inform the upcoming strategic plan;

AND WHEREAS the firm, TCI Management Consultants, along with partners Beth Ross & Associates, and Hossack & Associates Architects, submitted the final Library Planning Study report to the Brantford Public Library in September 2021;

AND WHEREAS the submitted Library Planning Study provides several actionable recommendations for the short-term, medium-term and long-term (up to 2041), as well as useful advocacy information and community and stakeholder survey data;

BE IT RESOLVED THAT the Brantford Public Library Board receives the Library Planning Study, with the intention to consider the recommendations and information provided when making Library planning decisions, including strategic plan development;

AND THAT Library staff will consider options for strategic sharing of the Library Planning Study information with the community and City Council;

AND THAT the Board commits to seeking and pursuing opportunities that align with the recommendations and information received, as appropriate.

Carried.

Board recommended adjustment to the motion, to include the intention to provide information from the Library Planning

Study final report to community members and to City Council (amendment incorporated above).

Management will be prioritizing Southwest project presentation first, then will consult with City staff and Board/Council representatives about sharing information with Council, and also will consider how to best, strategically share information with the public.

Language in the agreement with TCI did not include participation in City Council presentation. It could be considered.

## **8. INFORMATION REPORTS**

### **a. CEO Report – September**

Recent and upcoming activities and decisions were highlighted in the report. Board commended staff for getting information out into the community highlighting Library work and services during Ontario Public Library Week.

### **b. August 2021 Financial Statements**

Financial Statements for August 2021 were received.

### **c. Diversity, Equity and Inclusion Training Update**

The training process has begun. The Board will be receiving an email about registering and benefiting from the resources available. Access is available to the training repository, and live webinars.

### **d. Strategic Planning Process**

Ontario Library Services (OLS) has a lot of experience supporting strategic planning for libraries. They recommend focused planning exercises over several months, rather than a single “retreat” approach to strategic plan development. At OLS, the rate is based on population. An estimate of 40-45 hours of work at \$75.00 per hour has been provided (coming to approximately \$4,000). The community survey data collected during the Library Planning Study can be used. Planning work will be conducted virtually.

Board indicated support for using OLS consulting services to

assist with the development of the new strategic plan.

**e. Parking**

Councillor J. Utley received an accessibility concern relating to accessible parking and entering the Main Library. K. Symons, Corporate Services Administrator, is working on a response. City has been contacted to repaint the lines around the accessible parking spot at the front of the Library. For individuals with an accessible permit, the parkade is free. In the coming weeks, the reopening of the rear entrance is being considered. Parking is a major concern raised often by community members to the Library. Library Planning Study recommended a task force to review parking concerns and options.

Board recommendation to monitor the situation. When the Library Planning Study is presented it will highlight the concern within the community.

**9. COMMITTEE REPORTS**

**A. Review Committee**

Draft Minutes October 13, 2021.

**B. Planning and Policy Committee**

Draft Minutes September 29, 2021.

**C. Governance Committee**

No meeting

**D. OLS**

No meeting/report

**10. CITY COUNCILLORS REPORT**

Downtown Task Force public consultation is still open.

**11. NOTICE OF DISCUSSION**

None.

**12. OTHER BUSINESS**

None.

**13. NEXT MEETING DATE**

November 18, 2021 4:30pm.

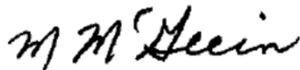
Ontario Library Services may be available to provide introductory strategic planning session at the November Board meeting.

Library is confirmed as a delegation at Committee of the Whole on November 2<sup>nd</sup> to present to City Council regarding the proposed library branch in the Southwest Community Centre. CEO will send out link to Board Members in advance of the meeting.

**14. ADJOURNMENT**

Board Chair declared the meeting adjourned at 5:50 p.m.

Read and approved.....December 16.....2021



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Chair