

**Meeting of the Brantford Public Library Board
Thursday, September 23, 2021
Videoconference, 4:32pm – 6:00pm**

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.

Regrets: Councillor J. Utey, Councillor J. Wall, K. Towler.

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

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

43-21

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

That the agenda for the September 23, 2021 Board Meeting to be approved as amended. Item 5 will be discussed under item 8 a CEO Report, addition of item 7 f Notice of Motion.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

a. Library Planning Study

Greg Young (TCI Management Consultants), Beth Ross (Beth Ross & Associates), and Caroline Smith (Project Architect from Hossack & Associates) presented the Board with a summary of the Library Planning Study. 1869 surveys were completed along with more than 20 key stakeholders' interviews. Presentation highlighted recommendations for short, medium, and long-term goals (up to 2041), along with costing implications.

4. APPROVAL OF THE MINUTES of August 26, 2021

44-21

- a. August 26, 2021 Board Meeting Minutes

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

That the minutes of the August 26, 2021 Board Meeting be approved as amended. Item 8 b date changed to “Financial Statements for April – June 2021 were received.”

Carried.

5. BUSINESS ARISING FROM THE MINUTES

- a. Membership statistics moved to item 8 a CEO report.

6. CORRESPONDENCE

- a. Invitation to participate in reciprocal borrowing with Idea Exchange

Motion from the Board for R. Aramburo to proceed with developing a reciprocal borrowing agreement in partnership with Idea Exchange (Cambridge Public Library).

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

Carried.

7. RESOLUTION REPORTS

- a. 2022-2031 10-Year Capital Budget Submission and Plan

45-21

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

WHEREAS Library management has identified both minor and major capital projects to meet needs in the coming years;

AND WHEREAS funding for these capital projects needs to be requested or allocated;

BE IT RESOLVED THAT the Library Board direct management to submit the capital projects listed in Table 7.1 to the City for

funding consideration during the 2022 Budget Process;

AND THAT the Library Board approve in principle the forecast of projects funded from Library reserves contained in Table 7.2, subject to final approval of the 2022 Budget;

AND THAT the Library Board approve the Server Replacement Project \$75,000 and Integrated Library System (ILS) Project \$37,500 to be funded from the Automated Equipment Reserve Fund to allow the projects to proceed prior to final approval of the 2022 Budget.

Carried.

Report included wider view than Capital Budget submission, also covering planning, strategic use of reserves, and minor capital projects. Board provided a recommendation to separate out reserve-funded projects in the submission, but include them in the presentation to Estimates Committee.

b. Sunday Service – October to December 2021

46-21

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

WHEREAS the fourth wave of the COVID-19 pandemic may continue to have a negative impact on staffing levels at the Library;

AND WHEREAS Sunday hours at the Main Library are staffed at minimum levels, which would make operating with absences challenging;

AND WHEREAS the use of in-library services has declined during the pandemic, indicating there is not a significant demand for the further expansion of service hours at this time;

BE IT RESOLVED THAT open hours on Sundays at the Main Library be suspended between October and December 2021;

AND THAT the Library Board decide at its December Board meeting whether to resume Sunday service for the period of January to April 2022.

Carried.

c. Security Camera Upgrades/Replacements Funding

47-21

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

WHEREAS the approved 2021 budget includes \$50,000 for Security Camera Upgrades and Replacement in partnership with the City of Brantford;

AND WHEREAS design consultants were procured to design a security camera layout for both library locations that exceeds the approved funding;

AND WHEREAS approval to for management to sign the necessary contracts to award the contract to the successful bidder will result in efficiencies for the project timelines;

BE IT RESOLVED THAT the Library Board approve an upset limit of an additional \$49,500 from the Automated Equipment Reserve Fund;

AND FURTHER THAT the Library Board authorize management to sign necessary contracts to award the contract to the successful bidder.

Carried.

d. Brantford Public Library Naming Rights Policy

48-21

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

WHEREAS the Brantford Public Library does not currently have a dedicated naming policy

AND WHEREAS naming agreements could provide the Library with opportunities to improve the delivery of services and/or recognize individuals within the community

BE IT RESOLVED THAT the Brantford Public Library Board approves the Naming Policy, as drafted.

Carried.

e. Anti-Spam Legislation Policy

49-21

MOVED BY: M. Reniers

SECONDED BY: J. Heath

WHEREAS the Brantford Public Library Board approved the Library's first Anti-Spam Legislation Policy in 2017;

AND WHEREAS Library staff have had three years to implement and review the policy;

BE IT RESOLVED THAT the Brantford Public Library Board approves the updated Anti-Spam Legislation Policy, as presented.

Carried.

f. Notice of Motion

WHEREAS the Brantford Public Library is a long-standing partner in the Southwest Community Centre project;

AND THAT Library staff have been directed by the Library Board 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;

BE IT RESOLVED THAT the Library Board supports a Notice of Motion to Brantford City Council, to be jointly developed by Library and City staff and the Library Board City Council representative(s);

AND THAT the Notice of Motion will confirm the Library Board's commitment to the pursuit of a shared facility with the City of Brantford and Grand Erie District School Board;

AND FURTHER THAT the Notice of Motion will seek City Council approval to include the Brantford Public Library in the Letter of Intent to the Grand Erie District School Board that will confirm in principle the partnership to jointly construct an elementary school and community centre with a public library to be located in the Southwest area of Brantford.

50-21

MOVED BY: M. Reniers

SECONDED BY: J. Heath

Carried.

Timing of Notice of Motion and exact wording is still being finalized. It is the precursor to a Library presentation to City Council that will take place in October or November. The Notice of Motion will include wording that confirms Board support for the Southwest Community Centre project, even though the recently received Library Planning Study indicates the project comes with insufficient square footage.

8. INFORMATION REPORTS

a. CEO Report – August

Recent and upcoming activities and decisions were highlighted in the report. More extensive membership statistics can be included in the quarterly statistics report or the CEO report, moving forward.

b. July 2021 Financial Statements

Financial Statements for July 2021 were received.

c. Library Partnerships and Community Meetings

The Board expressed how impressed they are with the list of partnerships and community meetings.

d. Review of Community Housing Outreach Worker Position

A six-month review of the Community Housing Outreach Worker was distributed to the Board.

9. COMMITTEE REPORTS

A. Review Committee

Draft Minutes September 15, 2021.

B. Planning and Policy Committee

Draft Minutes August 25, 2021.

C. Governance Committee

No meeting

D. OLS

No meeting/report

10. CITY COUNCILLORS REPORT

None.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

None.

13. NEXT MEETING DATE

October 21, 2021 4:30pm

Budget 2022 will be on the agenda
So far, the best options for Library Strategic Planning dates for Board members are November 6 or 7.

14. ADJOURNMENT

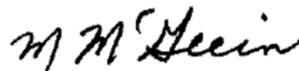
51-21

MOVED BY: G. Woodburn

The Library Board meeting adjourned at 6:00 p.m.

Carried.

Read and approved.....October 21.....2021



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Chair