

**Meeting of the Brantford Public Library Board
Thursday, April 15, 2021
Videoconference, 4:30pm – 5:26pm**

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

MINUTES

Videoconference Call: M. McGeein (chair), G. Woodburn (vice chair), K. Towler (joined 5pm), M. Reniers, J. Heath, C. Freibauer, Councillor J. Wall, Councillor J. Utlely.

Regrets:

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

Recording Secretary: M. Male.

Presenter: Jennifer Chowhan, Millard, Rouse & Rosebrugh.

1. APPROVAL OF THE AGENDA

16-21

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

That the agenda for the April 15, 2021 Board Meeting to be approved as amended.

Carried.

Addition to Other Business 11 b update from Councillors.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

a. 2020 Audited Financial Statements

Presentation to the Review Committee took place April 8 and 15, 2021. Jennifer Chowhan, a partner with Millard, Rouse & Rosebrugh, provided an overview of the draft audited 2020 Financial Statements. The result of the audit is an unqualified (clean) opinion for the Financial Statement for the year ending,

December 31, 2020.

The following items were highlighted in the draft Financial Statements:

- No unusual or fraud transactions were noted.
- No deficiencies in internal controls.
- Accounts payable and accrued liabilities includes Canadian Emergency Wage Subsidy pending potential requirement to repay the funds.
- Budget column has been added to the Statement of Operations.
- Revenues and expenses had a decrease in 2020.
- Addition of the Library Services Pandemic Stabilization fund to the reserves was noted.
- Restatement of Comparative Figures corrects a formatting error that displayed certain amounts incorrectly in 2019. These errors do not impact totals.
- Library estimates for post-employment/retirement health & dental benefits are actuarial valuations.
- A note is included to address the impact of the COVID-19 Pandemic on library operations.

On behalf of Millard, Rouse & Rosebrugh, Ms. Chowhan thanked the Administrative team for their full cooperation during the audit process, and confirmed there are no matters of concern to report to the Board.

4. APPROVAL OF THE MINUTES of March 18, 2021

17-21

- a. March 18, 2021 Board Meeting Minutes

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

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

Carried.

5. BUSINESS ARISING FROM THE MINUTES

- a. Southwest shared facility

R. Aramburo has had conversations with City partners. Board will receive a resolution report in May with updated information on the

Southwest Community Centre, seeking formal confirmation of the Library Board's intentions regarding the Library's continued participation in the project. If the Board approves the project, up to date information will be provided to City Council, with a request for confirmed support.

b. Recognition for staff

Board would like to acknowledge appreciation for library employee's work during the challenging circumstances of the pandemic. Management team will pull together suggestions for recognizing staff efforts during COVID-19 for Board consideration.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. 2020 Audited Financial Statements

18-21

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

The Library Board approve the 2020 Audited Financial Statements as prepared by Library Management and Audited by Millard, Rouse & Rosebrugh.

Carried.

b. 2021 Operating and Capital Budget Final Approval

19-21

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

WHEREAS City Council approved the 2021 Capital Plan on January 26, 2021 and the 2021 Operating Budget on March 16, 2021;

BE IT RESOLVED THAT the Final 2021 Operating Budget be approved with the City of Brantford's contribution in the amount of \$4,868,850;

AND FURTHER THAT the 2021 Capital Budget be approved as follows:

Project	Year	Funding Amount
CCTV Upgrades and Replacements \$50,000	2021	\$50,000 (from Library Automated Equipment Reserve Fund)

Carried.

8. INFORMATION REPORTS

a. CEO Report – March

Recent activities and decisions highlighted by the CEO included: community survey responses; the upcoming HVAC replacement project at the branch; and the provision of computer service during the current COVID-related restrictions.

b. February 2021 Financial Statements

Financial Statements for February 2021 were received.

Effective this month, financial impacts of COVID have been incorporated into the monthly financial statements, rather than a separate COVID report.

9. COMMITTEE REPORTS

A. Review Committee

Draft Minutes April 8, 2021.

B. Planning and Policy Committee

Draft Minutes March 31, 2021

C. Governance Committee

No meeting

D. OLS

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

- a. Request for Board member participation in Library program

Board members are invited to participate in upcoming virtual library program featuring community members making book recommendations.

- b. Updates from City Councillors

There were nine applicants for the Library Board vacancy considered by the Appointments Committee. The appointment will be finalized at the City Council meeting at the end of the month.

Budget increase was approved to extend the downtown security pilot project.

Councillors recommend adding a standing agenda item for Council-related updates to the Board.

12. NEXT MEETING DATE

May 20, 2021 4:30pm

13. ADJOURNMENT

20-21

MOVED BY: K. Towler

The Library Board meeting adjourned at 5:26 p.m.

Carried.

Read and approved.....May 20.....2021



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Chair