

**Meeting of the Brantford Public Library Board  
Thursday, March 17, 2022  
Videoconference, 4:32pm – 5:55pm**

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

**MINUTES**

**Videoconference Call:** M. McGeein (Chair), G. Woodburn (Vice Chair), M. Reniers, C. Freibauer, K. Towler (Departed 5:28pm), Councillor J. Wall.

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

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

**Recording Secretary:** M. Male.

**1. APPROVAL OF THE AGENDA**

12-22                      MOVED BY:            G. Woodburn  
                                    SECONDED BY:      M. Reniers

That the agenda for the March 17, 2022 Board Meeting to be approved as amended.

Carried.

Item 9a CEO Goals in Camera discussion will be moved to after item 14.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**4. APPROVAL OF THE MINUTES of February 17, 2022**

13-22                      a.        February 17, 2022 Board Meeting Minutes

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

That the minutes of the February 17, 2022 Board Meeting be

approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

- a. Book purchased in memory of former Board member, Bob Wyatt.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

- a. 2021 Financial Transfers

14-22

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

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 a self-sufficient way;

AND WHEREAS approval of transfers is necessary to complete the 2021 Year-end Financial Statements;

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

- \$33,742 **from** the Post-Employment Benefits Reserve
- \$5,000 **from** the Grant Opportunity & Projects Reserve
- \$114,623 **from** the Equipment Reserve
- \$15,583 **from** the Endowment/Trust Fund
- \$101,904 **from** the Materials Acquisition Reserve
- \$2,882 **to** the Automated Equipment Reserve
- \$74,483 **to** the Equipment Reserve
- \$94,111 **to** the Materials Acquisition Reserve
- \$417 **to** the Grant Opportunity & Projects Reserve
- \$34,286 **to** the Endowment Fund
- \$31,755 **to** the Post-Employment Benefits Fund;

AND THAT Library management be given the authority to make necessary adjustments to the transfers if required

during the 2021 year-end audit, and inform the Board of any adjustments.

Carried.

**b. 2022 Operating Budget and 2022 Capital Budget Approval**

15-22

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

WHEREAS City Council approved the 2022 Capital Plan on January 25, 2022 and the 2022 Operating Budget on February 23, 2022;

BE IT RESOLVED THAT the Final 2022 Operating Budget be approved with the City of Brantford's contribution in the amount of \$4,965,400;

AND FURTHER THAT the 2022 Capital Budget be approved as follows:

<b>Project</b>	<b>Year</b>	<b>Funding Amount</b>
Main Library Passenger Elevator Modernization	2022	\$176,000

Carried.

**8. INFORMATION REPORTS**

**a. CEO Report – February**

Recent and upcoming activities and decisions were provided in the report.

CEO highlighted changes in provincial COVID mandates, in particular, the end of mask requirements on March 21. The Board indicated support for the approach of continuing to encourage/support masking and social distancing for staff and customers, but no longer requiring/enforcing either.

Additionally, CEO provided an update on the most recent

Downtown Improvement Task Force meeting, and thanked J. Clark, Manager - Communications and Community Outreach, and Z. Ozols, Manager – Programming and Partnerships, for the successful unveiling of the children and youth area.

Physical circulation was up 115% from February 2021 comparable to February 2022.

**b. January 2022 Financial Statements**

Financial Statements for January 2022 were received.

**c. Conclusion of Community Housing Outreach Worker (CHOW) Position**

The pilot project in partnership with the City is near completion. The experience will inform the transition back to an internal position, with an expanded focus beyond children and youth.

**d. 2022 Workplan Priorities**

Priority projects for 2022 were identified by the management team. A progress report will be brought to the Board at the May Board meeting.

**9. COMMITTEE REPORTS**

**A. Review Committee**

Draft Minutes February 28, 2022.

**B. Planning and Policy Committee**

Draft Minutes February 23, 2022.

**C. Governance Committee**

No meeting

**D. OLS**

OLS Board of Trustees will be meeting virtually April 7<sup>th</sup> from 4-6pm and an attendee representing the Brantford Public Library Board is sought.

**10. DIVERSITY, EQUITY & INCLUSION DISCUSSION**

CCDI webinar assignment for Board training was: *The difference between racism, not-racist, and anti-racist*. Highlights were presented by Z. Ozols, Manager – Programming and Partnerships, and discussion followed.

**11. CITY COUNCILLORS REPORT**

Councillor J. Wall provided an update on recent City developments, including: budget approval for special constables and the continuation of the downtown security program; the upcoming community clean-up, and the cultural hub partnership with Laurier.

**12. NOTICE OF DISCUSSION**

None.

**13. OTHER BUSINESS**

Future Board meetings – in-person, virtual, hybrid? Discussion took place around the preferred method for holding meetings moving forward. Further consideration required. Chair confirmed that upcoming agendas will indicate if meeting will be hybrid or virtual.

**14. UPCOMING DATES**

March 30, 2022 3:30 pm - Strategic Planning Session  
April 21, 2022 4:30 pm - Board Meeting

**9. COMMITTEE REPORTS**

**A. Review Committee**

2022 CEO Goals – In Camera

Move in Camera for 2022 CEO Goals discussion.

16-22

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

That this assembly adjourn to an In Camera session at 5:40pm to discuss 2022 CEO Goals.

Carried.

Board in agreement with and approved the CEO Goals as presented.

18-22

MOVED BY: C. Freibauer  
SECONDED BY: Councillor J. Wall

Carried.

**15. ADJOURNMENT**

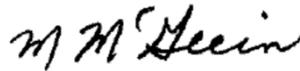
19-22

MOVED BY: Councillor J. Wall

The Library Board meeting adjourned at 5:55 pm.

Carried.

Read and approved.....April 21.....2022.



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Chair