

**Meeting of the Brantford Public Library Board
Thursday, October 20, 2022
Main Library Board Room/Videoconference
4:32 pm – 5:45 pm**

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

MINUTES

Members Present: M. McGeein (Chair), G. Woodburn (Vice Chair), J. Heath, K. Towler, G. Woodburn.

Members Videoconference: L. Morris, M. Reniers, Councillor J. Utley (Left 5:15pm).

Regrets: Councillor J. Wall.

Staff Present: R. Aramburo, L. Warner, K. Symons, J. Clark, Z. Ozols.

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

46-22 MOVED BY: K. Towler
 SECONDED BY: J. Heath

That the agenda for the October 20, 2022 Board Meeting to be approved as amended.

Carried.

Item 7 e Exempt Staff Market Review to be discussed In Camera at the end of the meeting.

Item 10 will be discussed before item 7 Resolutions Reports.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of SEPTEMBER 15, 2022

47-22 a. September 15, 2022 Board Meeting Minutes

 MOVED BY: K. Towler

SECONDED BY: L. Morris

That the minutes of the September 15, 2022 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

10. CITY COUNCILLORS REPORT

Councillor J. Utley thanked Library Board and staff, remarking on the significant accomplishments over this term, including a new branch in the works in the southwest. Board thanked the councillor for his participation and contributions.

7. RESOLUTION REPORTS

a. 2023 Planned Closure Dates

48-22

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

WHEREAS the Library regularly closes for: Staff Development Days; Statutory Holidays; and, for Sundays and two additional half-days during the Christmas season;

BE IT RESOLVED THAT the Library Board approves of the following planned closures for 2023 and New Year's Day 2024:

Statutory Holidays as observed per ESA and collective agreements

Up to 2 days for Staff Development Days, to be confirmed by Management

Monday, January 2, 2023
Saturday, December 23, 2023 at 12:30pm
Sunday, December 24, 2023

Monday, December 25, 2023
Tuesday, December 26, 2023
Saturday, December 30, 2023 at 12:30pm
Sunday, December 31, 2023
Monday, January 1, 2024

Carried.

b. Main Library Youth Area Improvements

49-22

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

WHEREAS the Main Library's designated area for teens is small and has not kept pace with updates in other areas of the Library;

AND WHEREAS the Library Board wants to honour the memory and contributions of late Board member, Caroline Freibauer, who was a passionate advocate for both youth and libraries;

AND WHEREAS improvements for the Main Library Youth Area will help to create an engaging space that will invite and encourage youth to explore the Library for many years to come;

AND WHEREAS the Brantford Public Library Endowment/Trust currently has an uncommitted balance of \$327,843;

BE IT RESOLVED that the Library Board approve the transfer of \$57,750 from the endowment/trust fund for the purpose of making improvements to the Main Library Youth Area.

Carried.

Board was provided with two costing options and selected the 2nd one, allocating \$57,750 for the project. Location of the new teen area still to be determined. Board recommends a celebration/event when the project is completed.

c. Meeting Room Policy

50-22

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

WHEREAS meeting spaces are an in-demand resource for various community groups;

AND WHEREAS the Library's current meeting room policy and procedures establish barriers to accessing meeting rooms through rental fees and partnership requirements;

BE IT RESOLVED that the Library Board approve the updated Meeting Rooms Policy as presented, for the purpose of providing opportunities for free access to Library meeting rooms for Not-For-Profit community groups and organizations.

AND THAT the Policy be updated to ensure it aligns with other, related Library policies and current practices.

Carried.

Staff will communicate the changes to the meeting room policy through marketing, updating partners, and providing information during new room rental inquiries. A suggestion was made to communicate the room resources to BRAVA.

d. Shellard Land Joint Building: Proposal for Facilitation Services

51-22

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

WHEREAS planning and design work is now underway for the development of the Shellard Lane Joint Build Project, a facility that will be shared by the Grand Erie District School Board, the City of Brantford and the Brantford Public Library;

AND WHEREAS the Library Board and City Council have both formally endorsed the project, but the capital budget approval is pending the City's 2023 capital budget process;

BE IT RESOLVED THAT the Library Board approves payment for the Library's share of design and project management costs incurred for the Shellard Lane Facility, recognizing that in order to meet timeline requirements, the work must begin in advance of capital budget approval;

AND THAT facilitation services for the development of the necessary multi-party agreements may be included in the approved total project costs;

AND THAT Library staff are directed to keep the Board informed of details relating to costs incurred and projected for the project, as information comes available.

Carried.

This resolution acknowledges there is work happening prior to receiving the capital budget, and formalizes permission from the Board to proceed.

8. INFORMATION REPORTS

a. CEO Report – September

Recent and upcoming activities and decisions were provided in the report. R. Aramburo updated the Board that Library Board applications are now being accepted by the City. Information has been posted to the Library website. November 9 and 14 will be information sessions held at the Library for potential new members. December 2nd applications close. Decisions will be made on December 12th in closed sessions. R. Aramburo has been invited to attend the closed City Council meeting when the applicants are considered. Current Board will be in place for the November and December Board meetings. R. Aramburo will be participating in new Council orientation, this will include a presentation and tour.

b. August 2022 Financial Statements

Financial Statements for August 2022 were received.

c. 2023 Operating Budget Update

Library's current budget estimate is similar to the City's forecasted increase at this time. Management will continue to consider options for reductions.

d. Strategic Plan: Draft Vision, Mission, Values statements

Wording needs to be updated to use IDEA terminology. Strategic planning will be wrapped up by the end of 2022.

Concern raised about the wording not being accessible/easy to understand.

9. COMMITTEE REPORTS

A. Review Committee

October 3, 2022 Review Committee Draft Minutes

B. Planning and Policy Committee

September 28, 2022 Planning and Policy Committee Draft Minutes.

C. Governance Committee

Library Board Recruitment Brochure

Brochure was provided to the Board. Discussion around how the Library and Board members can get the word out about Board recruitment. Specific information about the information sessions and the application process to be added to the brochure.

D. OLS

No meeting.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

J. Heath attended the recent author event, passed along feedback that the event was thoroughly enjoyed by her group. Thoroughly enjoyed, wanted to pay. Many registered, some unable to attend. Budget allocations account for free admission. Congratulations to a successful event.

13. UPCOMING DATES

Strategic Planning meeting, October 26, 2022 3:30 pm
Planning and Policy Committee meeting, October 26, 2022 4:30 pm will be cancelled.
Review Committee meeting, October 31, 2022 3:30 pm (TBC)

Governance Committee meeting, November 2, 2022, 10:00am
Library Board Meeting, November 17, 2022 4:30 pm

7. RESOLUTION REPORTS

e. Exempt Staff Market Review

52-22

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

That this assembly adjourn to commence with an In Camera Session to discuss an item about Exempt Staff Market Review at 5:30 p.m.

Carried.

54-22

MOVED BY: K. Towler
SECONDED BY: L. Morris

WHEREAS according to the Brantford Public Library Compensation Policy, the Library “recognizes that it operates in a very competitive environment where a skilled and engaged workforce is valued for its’ contributions”;

AND WHEREAS an independent, expert review of the Library’s non-unionized positions has recommended salary adjustments to maintain a compensation program that continues to effectively attract and retain competent employees;

BE IT RESOLVED THAT the Board approve the revised exempt staff pay grid effective January 1, 2022, as outlined in the attached *2022 Proposed Exempt Pay Grid, Option B.*

Carried.

14. ADJOURNMENT

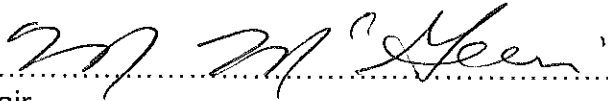
55-22

MOVED BY: J. Heath

The Library Board meeting adjourned at 5:45 pm.

Carried.

Read and approved.....November 17.....2022.


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Chair