

**Meeting of the Brantford Public Library Board
Thursday, August 18, 2022
Videoconference, 4:32pm – 5:54pm**

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

MINUTES

Members Present: M. McGeein (Chair), G. Woodburn (Vice Chair), J. Heath, L. Morris, M. Reniers, K. Towler, Councillor J. Utley (teleconferenced).

Regrets: Councillor J. Wall

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

Recording Secretary: M. Male.

1. MOMENT OF SILENCE/REMEMBERING

Recommendation to bring forward ideas for honouring Board Member Caroline Freibauer to a Board Committee for discussion.

2. APPROVAL OF THE AGENDA

35-22

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

That the agenda for the August 18, 2022 Board Meeting to be approved.

Carried.

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. PRESENTATIONS

- a. Highlights & Updates: Programming and Partnerships, Zile Ozols

Manager of Programming and Partnerships presented an overview of the department. Z. Ozols highlighted recent activities and upcoming projects, including: introduction of podcasts, St. Paul Garden activities, reintroduction of in-person programming, children's area/mural completion, room use policy changes.

b. Highlights & Updates: Facilities, Ken Symons

Corporate Services Administrator presented an overview of Facilities, including descriptions of staff roles and responsibilities, and services offered. K. Symons highlighted recent activities and upcoming projects, including: responding to the changes in COVID-19 stages, St. Paul Branch HVAC replacement, Main Library elevator modernization, security camera enhancements, new signage for St. Paul Branch, Facilities Master Plan.

5. APPROVAL OF THE MINUTES of MAY 19, 2022

36-22

a. May 19, 2022 Board Meeting Minutes

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

That the minutes of the May 19, 2022 Board Meeting be approved.

Carried.

Recommendation to staff to email Board minutes in draft form if the next meeting will be later than 30 days.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

a. Letter re: Benefit Plan Carrier Multi-Year Request for Proposals, from City Clerk, City of Brantford.

8. RESOLUTION REPORTS

a. Annual Fines and Fees Review

37-22

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

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT the estimated amount of \$32,400 be included in the 2023 Draft Operating Budget with no COVID-19 impact.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2022 and the start of 2023 consistent with current rates and comparable with other libraries.

Carried.

b. Policies to be Dissolved

38-22

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

WHEREAS a recent review of the Library's policies has been conducted;

AND WHEREAS through that review, three policies were identified as redundant;

BE IT RESOLVED THAT the Library's policies on *Confidentiality of Records, Genealogy/Local History Requests, and Smoke Free Workplace* be dissolved.

Carried.

The policies are outdated and covered through other existing policies.

c. Library Board Evaluation Policy

39-22

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

WHEREAS board self-assessment is an important process by which a board can hold itself accountable for the performance of the organization and the state of governance;

AND WHEREAS the Brantford Public Library Board Governance Committee developed a new library board evaluation process in 2021, but there is currently no policy relating to library board evaluation;

BE IT RESOLVED THAT the Library Board approve the Library Board Evaluation Policy, as presented.

Carried.

9. INFORMATION REPORTS

a. CEO Report – May to July

Recent and upcoming activities and decisions were provided in the report. Highlights included: reopening of the back door, exempt benefits improvements, local history digitization, and the donation from S.C. Johnson for the Summer Reading program.

b. June 2022 Financial Statements

Financial Statements for March 2022 were received.

c. 2022 Second Quarter Library Use Statistics

d. Alternative Service Delivery Options

Information about book kiosks and holds lockers was provided, and there was discussion around potential locations.

10. COMMITTEE REPORTS

A. Review Committee

May 30, 2022 Review Committee Draft Minutes

CEO Competencies 2022

B. Planning and Policy Committee

August 12, 2022 Planning and Policy Committee Draft Minutes.

C. Governance Committee

D. OLS

No meeting.

11. DIVERSITY, EQUITY & INCLUSION DISCUSSION

None.

12. CITY COUNCILLORS REPORT

Pleasure to work with this board.

13. NOTICE OF DISCUSSION

None.

14. OTHER BUSINESS

15. UPCOMING DATES

Strategic planning meeting, September 7, 2022 3:30 pm
Library Board meeting, September 15, 2022 4:30 pm

16. ADJOURNMENT


40-22

MOVED BY: Councillor J. Utley

The Library Board meeting adjourned at 5:54 pm.

Carried.

Read and approved.....September 15.....2022.


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Chair