

**Meeting of the Brantford Public Library Board
Thursday, August 17 2023
Main Library Board Room/Videoconference
4:30 pm – 5:53 pm**

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

MINUTES

Members Present: M. McGeein, J. Heath, A. Fiszau, R. Breen, Councillor M. Samwell.

Virtually: M. Reniers, K. Towler, Councillor G. Caputo, D. Aguilar (Arrived 4:32pm).

Regrets:

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

Recording Secretary: Michelle Male.

1. APPROVAL OF THE AGENDA

32-23

MOVED BY: A. Fiszau
SECONDED BY: J. Heath

That the agenda for the August 18, 2023 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

a. Intellectual Freedom in Libraries.

Presentation by L. Warner and R. Aramburo provided an overview of Intellectual Freedom in libraries and the related challenges Libraries are facing. Board discussion followed, with Board members acknowledging the importance of: offering collections and services that reflect the diversity within the community; implementing the Library's vision, mission and values as directed in the Strategic Plan; and, respecting individuals' right to determine for themselves which materials and programs they will access.

Board recommendation to bring forward the topic for a check-in discussion in six months. The CEO will keep the Board apprised of potential Intellectual Freedom-related controversies.

4. APPROVAL OF THE MINUTES of MAY 18, 2023

33-23

- a. May 18, 2023 Board Meeting Minutes

MOVED BY: Councillor M. Samwell
SECONDED BY: A. Fisztauf

That the minutes of the MAY 18, 2023 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

- a. 2024-2027 Budget Strategy Letter

K. Symons, Corporate Services Administrator, provided overview of the new multi-year budget process, covering capital and operating budgets from 2024 to 2027, noting that this budget will include the new Southwest Branch.

7. RESOLUTION REPORTS

- a. Health and Safety Policy

34-23

MOVED BY: J. Heath
SECONDED BY: Councillor M. Samwell

WHEREAS the *Occupational Health & Safety Act* requires the Library Board to annually review the Health and Safety Policy;

BE IT RESOLVED THAT the Library Board approve the annual review of the Health and Safety Policy, which has resulted in no recommended changes or additions to the policy at this time.

Carried.

- b. Workplace Harassment and Workplace Violence Policies

35-23

MOVED BY: A. Fiszau
SECONDED BY: R. Breen

WHEREAS the *Occupational Health & Safety Act* requires the Library Board to annually review the Workplace Harassment and Workplace Violence policies;

BE IT RESOLVED THAT the Library Board approve the annual review of the Workplace Harassment Policy and Workplace Violence Policy, which has resulted in no recommended changes or additions to these policies at this time.

Carried.

- c. Compensation, Benefits, Vacation and Leave (Exempt Staff) Policy

36-23

MOVED BY: M. Reniers
SECONDED BY: D. Aguilar

WHEREAS a Compensation Policy for exempt staff was first approved by the Library Board in 2018 and has not been updated since that time;

AND WHEREAS no other Library policies currently document vacation, leave and benefit entitlements for non-unionized Library staff;

BE IT RESOLVED THAT the Library Board approve the new Compensation, Benefits, Vacation and Leave (Exempt Staff) Policy, as presented;

AND THAT the previous Compensation Policy be discontinued.

Carried.

- d. Policy to be Discontinued

37-23

MOVED BY: K. Towler
SECONDED BY: R. Breen

WHEREAS the policy on *Board Privileges – Reimbursement*

for Expenses is redundant;

BE IT RESOLVED THAT the *Board Privileges – Reimbursement for Expenses Policy* be discontinued.

Carried.

e. Trust Fund Investment Plan

38-23

MOVED BY: Councillor G. Caputo
SECONDED BY: M. Reniers

WHEREAS the Library Board established the Brantford Public Library Trust in 1993;

AND WHEREAS the Brantford Library Trust must be managed in accordance with the Trustee Act;

BE IT RESOLVED THAT the updated Trust Fund Investment Plan be approved, with direction to Library staff to manage and change the investment strategy, as appropriate, to maximize returns on investments while adhering to the principles covered in the *Trust Fund and Investment* policy and plan.

Carried.

f. Great War Centenary Association Website

39-23

MOVED BY: A. Fisztauf
SECONDED BY: M. Reniers

WHEREAS the Great War Centenary Association (GWCA), Brantford, Brant County, Six Nations has developed an online resource of local, historical significance and is looking to transfer ownership of that resource to another organization;

AND WHEREAS the Library has been a long-standing partner of the GWCA, that is well-suited to take over responsibility for this digital resource;

AND WHEREAS the Library's strategic plan set the goal to "Enhance resources to meet needs and spark interest for customers in new ways" and the objective to "Review and improve online library experiences to ensure they are

intuitive, engaging, seamless and welcoming;”

BE IT RESOLVED THAT the Board approve an expenditure of up to \$10,000 from the Automated Equipment Reserve Fund for the purpose of acquiring and updating the GWCA website;

AND THAT Library staff be directed to carry out the necessary arrangements to ensure this valuable resource continues to be accessible by students, educators, and community members.

Carried.

CEO, R. Aramburo, noted that an updated quote for the required website revisions was not provided in time to make it into the report, however, \$10,000 is a reasonable estimation.

8. INFORMATION REPORTS

a. CEO Report – May, June, July

Recent and upcoming activities and decisions were provided in the report. Kiosk will be arriving at the Gretzky Centre in August 2023; it will be located across from the sports hall of recognition.

b. June 2023 Financial Statements

Financial Statements for June 2023 were received.

c. 2023 Second Quarter Library Use Statistics

9. COMMITTEE REPORTS

a. Review Committee

Draft Minutes July 26, 2023.

b. Planning and Policy Committee

Minutes May 30, 2023.

Draft Minutes July 25, 2023

c. Governance Committee

40-23

MOVED BY: J. Heath
SECONDED BY: Councillor M. Samwell

BE IT RESOLVED THAT the revisions to the Governance Committee Terms of Reference be approved, as presented.

BE IT RESOLVED THAT Rebecca Breen be approved as the Vice-Chair of the Governance Committee.

Carried.

d. OLS

No meeting.

e. Library Inclusion, Diversity, Equity and Accessibility (IDEA) Committee

Request for a new representative to join IDEA committee at monthly meetings. Board to contact CEO, R. Aramburo, if interested.

10. CITY COUNCILLORS REPORT

Councillors G. Caputo provided updates on Council discussions and decisions of interest, including Colborne Point development project and Brantford Bulldogs.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

None.

13. UPCOMING DATES

a. Library Board Meeting September 21, 2023 at 4:30 pm.

14. ADJOURNMENT

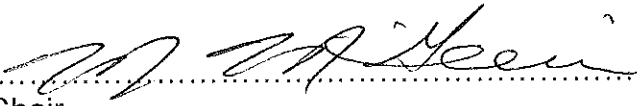
41-23

MOVED BY: Councillor M. Samwell
SECONDED BY: A. Fiszau

That the Board meeting adjourned at 5:53 p.m.

Carried.

Read and approved.....September 21....2023.


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Chair