

**Meeting of the Brantford Public Library Board
Thursday, May 18 2023
Main Library Board Room/Videoconference
4:30 pm – 5:17 pm**

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

MINUTES

Members Present: M. McGeein, D. Aguilar, J. Heath, K. Towler, M. Reniers, R. Breen, Councillor G. Caputo, Councillor M. Samwell, J. Chowhan (exited 4:43pm).

Regrets: A. Fiszauf.

Staff Present: R. Aramburo, L. Warner, K. Symons.

Recording Secretary: Michelle Male.

1. APPROVAL OF THE AGENDA

23-23

MOVED BY: K. Towler
SECONDED BY: Councillor M. Samwell

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

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a.** 2022 Audited Financial Statements; J. Chowhan from Millard, Rouse & Rosebrugh.

Presentation to the Review Committee took place May 3, 2023. J. Chowhan, a partner with Millard, Rouse & Rosebrugh, provided an overview of the draft audited 2022 Financial Statements. The result of the audit is an unqualified (clean) opinion for the Financial Statement for the year ending December 31, 2022.

The following items were highlighted in the draft Financial Statements:

- No significant deficiencies identified.
- Library estimates for post-employment/retirement health & dental benefits are actuarial valuations.

- CEWS funds received were returned to Canada Revenue Agency. Interest on CEWS was returned by Canada Revenue Agency.
- Commitments reflect the letter of intent for a new Library location and ongoing elevator work.
- Tangible assets are tracked in an excel spreadsheet, auditors recommend shifting to JD Edwards accounting system.

4. APPROVAL OF THE MINUTES of APRIL 20, 2023

24-23

a. April 20, 2023 Board Meeting Minutes

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

That the minutes of the APRIL 20, 2023 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. Banking Agreement and Signing Authority

25-23

MOVED BY: Councillor M. Samwell
 SECONDED BY: K. Towler

WHEREAS the City of Brantford completed a Request for Proposal for banking services for the City and Library;

AND WHEREAS the successful vendor is Bank of Nova Scotia (Scotia Bank);

BE IT RESOLVED that the Board Chair and CEO/Chief Librarian be authorized to sign necessary contracts and

agreements;

AND FURTHER THAT any two (2) of the Board Chair, Board Review Committee Chair and CEO/Chief Librarian be the authorized bank signing authorities.

Carried.

b. 2022 Audited Financial Transfers

26-23

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

THAT the Library Board approve the 2022 Audited Financial Statements as prepared by Library Management and audited by Millard, Rouse & Rosebrugh.

Carried.

c. Rules of Conduct Policy Update

27-23

MOVED BY: R. Breen
SECONDED BY: M. Reniers

WHEREAS a recent review of the Library's Rules of Conduct Policy was undertaken;

AND WHEREAS revisions were recommended relating to the Policy's opening statement and to animals in the Library;

BE IT RESOLVED THAT the Library Board approve the revisions to the Rules of Conduct Policy, as presented.

Carried.

The Rules of Conduct policy has been updated to include support animals as well as service animals, and to provide direction on acceptable behaviours for animals in the Library.

d. Staff and Board Member Recognition Policy

28-23

MOVED BY: Councillor G. Caputo
SECONDED BY: R. Breen

WHEREAS the Library does not currently have a policy that formally identifies how staff, retirees, and Board members are recognized for their years of service;

BE IT RESOLVED THAT the Library Board approve the Staff and Board Member Recognition Policy, as presented.

Carried.

8. INFORMATION REPORTS

a. CEO Report – April

Recent and upcoming activities and decisions were provided in the report, including: an update on the Kiwanis/Library StoryJam LitFest initiative; the youth area upgrade project; and a change in the spring Staff Development Day format.

b. March 2023 Financial Statements

Financial Statements for March 2023 were received.

c. 2023 First Quarter Library Use Statistics

Recommendation to add the total number of memberships to the report, and to occasionally include comparisons to other municipalities. Positive feedback received regarding Library's recent outreach attendance at Conestoga Orientation.

d. 2022 Annual Report

Donations were handled differently in the report this year, listing total donations rather than individual names.

e. Strategic Plan: 2023-2024 Actions

Progress on strategic plan actions normally presented to the Board in May and November. With the implementation of the new strategic plan, actions have just been identified at this point. When progress is reported, outcomes will be described to demonstrate achievements.

f. 2023 CEO Goals

Goals were jointly developed/decided by CEO and Review

Committee, and shared with the Board as information.

9. COMMITTEE REPORTS

a. Review Committee

Draft Minutes May 3, 2023.

29-23

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

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

Carried.

b. Planning and Policy Committee

Draft Minutes April 25, 2023.

30-23

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

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

Carried.

c. Governance Committee

No meeting.

d. OLS

No meeting.

10. CITY COUNCILLORS REPORT

Councillors G. Caputo and M. Samwell provided updates on Council discussions and decisions of interest, including: upcoming development meeting for FreshCo plaza area; approval of a feasibility study for a new sporting complex; and a study for the improvement of transportation within the city.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

None.

13. UPCOMING DATES

- a. No June meeting.
- b. Governance Committee Meeting May 29, 2023 at 4:30 pm.
- c. Planning and Policy Committee Meeting May 30, 2023 at 4:30 pm.
- d. Library Board Meeting August 17, 2023 at 4:30 pm.

14. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:17 pm.

31-23

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

Carried.

Read and approved.....August 17.....2023.


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Chair