

**Meeting of the Brantford Public Library Board
Thursday, May 16, 2024
Main Library Board Room/Videoconference
4:33 pm – 5:49 pm**

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

MINUTES

Members Present: M. McGeein (Chair), D. Aguilar, M. Reniers (Vice-Chair), Councillor M. Samwell, J. Heath, R. Breen, A. Fiszau, Councillor G. Caputo, J. Chowhan (left 5:06pm).

Virtually:

Regrets:

Staff Present: R. Aramburo, K. Symons, K. Nielsen, L. Warner, E. Dudzus.

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

40-24

MOVED BY: Councillor M. Samwell

SECONDED BY: M. Reniers

That the agenda for the May 16, 2024 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. 2023 Audited Financial Statements; J. Chowhan from Millard, Rouse & Rosebrugh.

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

The following items were highlighted in the draft Financial

Statements:

- Asset Retirement Obligations standard is new under accounting standards, discussion and decision. This obligation results in a significant new liability and disclosures.
- No significant deficiencies identified.
- Bank transitions resulted in a temporary funds from the City which have been returned.
- Library estimates for post-employment/retirement health & dental benefits are actuarial valuations.

4. APPROVAL OF THE MINUTES of APRIL 18, 2024

41-24

- a. April 18, 2024 Board Meeting Minutes

MOVED BY: D. Aguilar
SECONDED BY: A. Fiszau

That the minutes of the April 18, 2024 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

- a. 2023 Audited Financial Statements

42-24

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

THAT the Library Board approve the 2023 Audited Financial Statements as prepared by Library Management and audited by Millard, Rouse & Rosebrugh.

Carried.

Asset Retirement Obligations have no immediate impacts on operating budgets. If there were renovations needed on a library branch then costs would be built into the capital costs,

such as the removal of asbestos.

b. Library Board Recruitment Process

43-24

MOVED BY: Councillor M. Samwell
SECONDED BY: D. Aguilar

WHEREAS the Library Board currently has a vacancy;

AND WHEREAS the City of Brantford has adjusted the process for recruitment and selection of Library Board members, allowing for greater involvement by the Library;

AND WHEREAS Library management has proposed a new process to address the current vacancy and align with the City's direction, including an outline of advertisement, application, and selection guidelines.

BE IT RESOLVED THAT the Library Board approves the process as outlined in the following report on an interim basis, subject to alignment with City of Brantford decisions;

AND FURTHER THAT the Library Board will review and formalize the process prior to the end of this Board's term, in preparation for the next round of Board member recruitment.

Carried.

City Clerks office has confirmed they will place a newspaper ad, as per the Public Libraries Act. Clarification provided that Library should provide list of all applicants, and not just final recommendation, to the City's nominating committee. Information sessions will be held for interested applicants. Brochures are provided to interested parties outlining obligations and general time commitments. Shortlisted candidates will be interviewed.

c. Library Board Selection Committee

44-24

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

BE IT RESOLVED THAT R. Aramburo, Councillor M. Samwell, and J. Heath form the Library Board Selection Committee.

Carried.

The Board member recruitment ad will be posted in June for approximately one month. Screening and interviewing will take place in July. Results will go to the City Clerk's office in August for consideration and appointment by City Council.

8. INFORMATION REPORTS

a. CEO Report – April 2024

Recent and upcoming activities and decisions were highlighted in the report. Extensive recruitment due to a few resignations and parental leaves (domino effect for internal hires). Seven Summer Students have been hired. Grant approval confirmed for one, and still pending for six. Funds are available to cover grant shortfalls, if necessary.

b. March 2024 Financial Statements

Financial Statements for March 2024 were received.

c. 2023 Draft Annual Report

Financial statements will be updated to reflect final audit report.

d. 2024 First Quarter Library Use Statistics

Positive remark from the Board that many numbers are up.

9. COMMITTEE REPORTS

a. Review Committee

Draft Minutes May 8, 2024.

b. Planning and Policy Committee

No meeting.

c. Governance Committee

No meeting.

d. Ontario Library Services (OLS)

No meeting.

10. CITY COUNCILLORS REPORT

Councillor G. Caputo provided updates on municipal activities and Council discussions and decisions of interest.

11. LIBRARY BOARD TRAINING SUGGESTIONS

None.

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

City approved development of a parkette along exterior wall of the Main library. The project is in honour of Lawren Harris and will include picnic tables, a small stage, and landscaping. The City approved \$10,000 for a mural as a backdrop to the stage as a component of the project. City staff suggested a contribution from the library towards the mural, so that it can be extended to cover the full wall.

Board requested a report be brought forward to the June Board meeting, so can make informed decision.

14. UPCOMING DATES

- a. Governance Committee Meeting – May 27, 2024 at 4:30 pm.
- b. Planning and Policy Committee Meeting – May 28, 2024 at 4:30 pm.
- c. Youth area opening – May 29, 2024 at 4:30 pm.
- d. Library Board Meeting – June 20, 2024 at 4:30 pm.

15. ADJOURNMENT

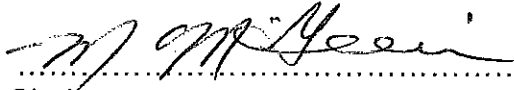
45-24

MOVED BY: Councillor G. Caputo

The Library Board meeting adjourned at 5:49 pm.

Carried.

Read and approved....June 20.....2024.



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Chair