

**Meeting of the Brantford Public Library Board
Thursday, August 21, 2025
Main Library Board Room/Videoconference
4:31 pm – 5:45 pm**

Vision Statement
The Brantford Public Library listens and adapts;
To offer engaging services that foster development for our whole community.

MINUTES

Members Present: M. McGeein (Chair), A. Fiszau, R. Aramburo, Councillor M. Samwell.

Virtually: D. Aguilar, R. Breen, J. Heath (arrived 5:07pm), M. Reniers (Vice-Chair).

Regrets: Councillor G. Caputo, L. Morris.

Staff Present: K. Symons, L. Warner, C. Stornelli.

Recording Secretary: M. Male.

1. LAND ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

31-25

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

That the agenda for the August 21, 2025 Board Meeting be approved as amended.

Carried.

- a. Item 7b Letter in Support of Bookmobile, S. Fieldhouse removed from agenda.

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. PRESENTATIONS

5. APPROVAL OF THE MINUTES of June 19, 2025

32-25

- a. June 19, 2025 Board Meeting Minutes

MOVED BY: D. Aguilar

SECONDED BY: M. Reniers

That the minutes of the June 19, 2025 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

a. Asset Management Plan Reporting Update, City of Brantford

This is an update from the City of Brantford of the Asset Management Plan. Provincial requirement for municipalities to have these plans.

8. RESOLUTION REPORTS

a. Policy Update: Employee Code of Conduct

33-25

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

WHEREAS a recent review of the *Employee Code of Conduct* policy was undertaken;

AND WHEREAS minor changes have been recommended in Section 7 (Dress and Personal Hygiene) and Section 8 (Nepotism) to improve clarity and ensure the policy reflects current practices;

BE IT RESOLVED THAT the Library Board approve the revisions to the *Employee Code of Conduct* policy, as presented.

Carried.

b. Policy Review: Social Media

34-25

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

WHEREAS a recent review of the *Social Media* policy was undertaken;

AND WHEREAS minor revisions were recommended to ensure consistency with related policies, reflect current organizational structure, and clarify roles and responsibilities;

BE IT RESOLVED THAT the Library Board approve the revisions to the *Social Media* policy, as presented.

Carried.

c. Policy Update: Donations and Sponsorships

35-25

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

WHEREAS a recent review of the *Donations and Sponsorships* policy was undertaken;

AND WHEREAS minor revisions were recommended to ensure consistency with related policies, reflect current organizational structure, and clarify roles and responsibilities;

BE IT RESOLVED THAT the Library Board approve the revisions to the *Donations and Sponsorships* policy, as presented.

Carried.

d. New Branch Naming

36-25

MOVED BY: M. Reniers
SECONDED BY: Councillor M. Samwell

WHEREAS the Brantford Public Library will be opening a new branch in 2026, on the corner of Shellard Lane and Strickland Ave;

AND WHEREAS the Library Board has given consideration to name suggestions submitted by community members for the new branch, along with the names of current library locations and the name selected by project partners affiliated with the new build;

AND WHEREAS a name that reflects the geographic location

of the new branch aligns with community suggestions and with current library location names, and will also serve as a general indicator of where to find the branch;

BE IT RESOLVED THAT the Library Board name the new branch of the Brantford Public Library, the Shellard Lane Branch.

Carried.

A location-based name was the preferred option for the majority of Board members. The Shellard Lane name was suggested more than any other name in the community survey responses.

e. Website Migration Sole Source Approval

37-25

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

WHEREAS in November 2024 GHD Digital announced that the Library's current website will have an end-of-life date of June 30, 2027;

AND WHEREAS management has determined that migrating to GHD Digital's new website platform, Govstack, is the most cost-effective and efficient solution to replace the current website;

BE IT RESOLVED THAT management be authorized to sole source the website migration to GHD Digital.

Carried.

9. INFORMATION REPORTS

a. CEO Report – June & July 2025

Recent and upcoming activities and decisions were highlighted in the report, including a call out to Board members to participate in adjudicating in the Kiwanis Writing Contest and costs associated with soil conditions at the new branch construction site.

R. Aramburo informed the Board about extra costs associated with transporting staff to Burlington for the joint

Staff Development Day planned for November. The Board supported a reserve fund transfer.

38-25

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

BE IT RESOLVED THAT the Board authorize the transfer of up to \$2000 from reserves to the operating budget to cover Staff Development Day transportation costs in the fall of 2025.

Carried.

b. June 2025 Financial Statements

Financial Statements for June 2025 were received.

c. 2025 Second Quarter Library Use Statistics

d. Tentative Proposal for Sunday Operations – In Camera

39-25

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

Carried.

That this assembly move to an In Camera session at 5:02 pm to discuss a matter of labour relations/employee negotiations.

10. COMMITTEE REPORTS

a. Review Committee

Draft Minutes June 25, 2025

b. Planning and Policy Committee

Draft Minutes July 29, 2025

c. Governance Committee

No meeting.

d. Ontario Library Service (OLS)

None

11. CITY COUNCILLORS REPORTS

Councillor M. Samwell highlighted plans for: a new vandalism and restoration grant to support businesses throughout Brantford; a night market hosted in the parking garage September 27th from 4pm-10pm; a community safety meeting on September 18th, 6:30pm at Doug Snooks.

12. LIBRARY BOARD TRAINING SUGGESTIONS

None

13. NOTICE OF DISCUSSION

None

14. OTHER BUSINESS

None.

15. UPCOMING DATES

- a. Library Board meeting – September 18, 2025 at 4:30 pm.

16. ADJOURNMENT

41-25

MOVED BY: A. Fiszauf

The Library Board meeting adjourned at 5:45 p.m.

Carried.

Read and approved....September 18.....2025.


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Chair