

**Meeting of the Brantford Public Library Board
Thursday, December 18, 2025
Main Library Board Room/Videoconference
4:31 pm – 5:05 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), R. Aramburo, Councillor M. Samwell, J. Heath, M. Reniers (Vice-Chair).

Virtually: Councillor G. Caputo, R. Breen, D. Aguilar, L. Morris.

Regrets: A. Fisztauf.

Staff Present: K. Symons, K. Nielsen, E. Dudszus, C. Stornelli.

Recording Secretary: M. Male.

1. LAND ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

66-25

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

That the agenda for the December 18, 2025 Board Meeting be approved as amended.

Carried.

Item 9 e CEO Performance Review end meeting.

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. PRESENTATIONS

None

5. APPROVAL OF THE MINUTES of November 20, 2025

67-25

a. November 20, 2025 Board Meeting Minutes

MOVED BY: Councillor G. Caputo
SECONDED BY: L. Morris

That the minutes of the November 20, 2025 Board Meeting be approved.

Carried.

6. APPROVAL OF THE IN CAMERA MINUTES of November 20, 2025

68-25

- a. November 20, 2025 Board In Camera Meeting Minutes

MOVED BY: M. Reniers

SECONDED BY: J. Heath

That the minutes of the November 20, 2025 Board In Camera Meeting be approved.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. CORRESPONDENCE

The Library has received a complaint about a children's library book in the collection, and multiple politicians were cc'd. The complainant does not appear to be a member of the Library or a resident of Brantford, and has submitted their complaint to multiple systems. Library management has directed them to complete the Request for Reconsideration Form.

9. RESOLUTION REPORTS

- a. Policy Update: Information Services

69-25

MOVED BY: M. Reniers

SECONDED BY: D. Aguilar

WHEREAS the Information Services Policy, last reviewed four years ago, is now due for its regular revision and requires updates to reflect current services and practices;

AND WHEREAS an Information Services Policy communicates the responsibilities of Library staff in the delivery of information services;

BE IT RESOLVED THAT the Library Board approves the updated Information Services Policy, as presented.

Carried.

b. Policy update: Purchasing

70-25

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

WHEREAS the Municipal Act requires all local boards to adopt and maintain policies with respect to procurement of goods;

AND WHEREAS management has recommended revisions to the Purchasing Policy based on amendments the City of Brantford approved in August 2025;

BE IT RESOLVED THAT the amendments to the Purchasing Policy be approved as outlined in Appendix A.

Carried.

The threshold for quotes needed has changed to improve efficiency. The updated policy has been condensed by making reference to the City's policy. A hyperlink to the City's policy will be added at the end of the document.

c. 2026 Library Board Meeting Dates

71-25

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

WHEREAS the Organizational By-Law Section 8.02 states regular Board meeting dates be set in the preceding year;

BE IT RESOLVED that the regular Library Board meeting dates for 2026 are:

Thursday, February 19, 2026
Thursday, March 19, 2026
Thursday, April 16, 2026
Thursday, May 21, 2026

Thursday, June 18, 2026
Thursday, August 20, 2026
Thursday, September 17, 2026
Thursday, October 15, 2026
Thursday, November 19, 2026
Thursday, December 17, 2026

Carried.

d. 2026 Planned Closure Dates

72-25

MOVED BY: L. Morris
SECONDED BY: J. Heath

WHEREAS the Library regularly closes for: staff development days; statutory holidays; two half-days during the Christmas season (typically Christmas Eve and New Year's Eve); and Sundays during the Christmas season;

BE IT RESOLVED THAT the Library Board approves of the following planned closures for 2026 and New Year's Day 2027:

Holidays as observed per the Employment Standards Act (ESA) and collective agreements;

November 9, 2026 for Staff Development Day;

Thursday, January 1, 2026
Sunday, December 20, 2026
Thursday, December 24, 2026, at 12:30pm
Friday, December 25, 2026
Saturday, December 26, 2026
Sunday, December 27, 2026
Thursday, December 31, 2026, at 12:30pm
Friday, January 1, 2027.

Carried.

10. INFORMATION REPORTS

a. CEO Report – November 2025

Recent and upcoming activities and decisions were highlighted in the report, including the delay of the Sunday hours ratification vote for staff. The Federal Government is

considering changes to legislation that could impact postage rates for libraries and CNIB clients. Libraries are advocating for protections for reduced postage rates.

b. October 2025 Financial Statements

Financial Statements for October 2025 were received.

11. COMMITTEE REPORTS

a. Review Committee

Draft Minutes November 17, 2025.

b. Planning and Policy Committee

Draft Minutes November 25, 2025.

c. Governance Committee

No meeting.

d. Ontario Library Service (OLS)

No meeting.

12. CITY COUNCILLORS REPORTS

Councillor M. Samwell provided an update that the 403 and Brant Ave are open, and Icomm Drive is two-way traffic. There is a Christmas skate event coming up, hosted by Councillors M. Samwell and Sullivan at the Civic Centre. Councillor G. Caputo shared information about the upcoming BCHS Paediatric Toy Drive.

13. LIBRARY BOARD TRAINING SUGGESTIONS

None

14. NOTICE OF DISCUSSION

None

15. OTHER BUSINESS

None

16. UPCOMING DATES

- a. Library Board Trustee Book Camp (Ontario Library Association Super Conference) – January 31, 2026 (registration in December)
- b. Library Board meeting – February 19, 2026 at 4:30pm

9. RESOLUTION REPORTS

e. CEO Performance Review

73-25

MOVED BY: D. Aguilar
SECONDED BY: J. Heath

That this assembly adjourned to an In Camera session at 4:56pm to discuss the CEO Performance Review.

Carried.

76-25

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

THAT based on a positive performance review for 2025, R. Aramburo continue at Step 6 which is the top of the CEO / Chief Executive Officer Salary Grid, with the new rate effective January 1, 2026.

Carried.

17. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:05 p.m.

Read and approved....February 19.....2026.


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Chair