

**Meeting of the Brantford Public Library Board  
Thursday, November 20, 2025  
Main Library Board Room/Videoconference  
4:32 pm – 5:09 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, L. Morris, J. Heath, A. Fiszauf.

**Virtually:** M. Reniers (Vice-Chair), Councillor G. Caputo, D. Aguilar, K. Symons.

**Regrets:** R. Breen.

**Staff Present:** K. Nielsen, E. Dudzus.

**Recording Secretary:** M. Male.

**1. LAND ACKNOWLEDGEMENT**

**2. APPROVAL OF THE AGENDA**

54-25

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

That the agenda for the November 20, 2025 Board Meeting be approved.

Carried.

**3. DECLARATION OF CONFLICT OF INTEREST**

None.

**4. PRESENTATIONS**

None

**5. APPROVAL OF THE MINUTES of October 16, 2025**

55-25

a. October 16, 2025 Board Meeting Minutes

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

That the minutes of the October 16, 2025 Board Meeting be approved.

Carried.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. CORRESPONDENCE

None.

## 8. RESOLUTION REPORTS

### a. New policy: Programming

56-25

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

WHEREAS programs are a core component of Brantford Public Library services;

AND WHEREAS the Library does not currently have a policy to clearly and consistently guide program offerings, and situate them within the framework of the Library's principles and values;

BE IT RESOLVED that the Library Board approve the new *Programming Policy*, as presented.

Carried.

### b. Policy update: Children and Youth Services

57-25

MOVED BY: L. Morris  
SECONDED BY: D. Aguilar

WHEREAS a recent review of the *Children and Youth Services* policy was undertaken;

AND WHEREAS revisions were recommended including: broadening of the policy to focus less directly on programming (for which a new policy has been created); introducing more concise and simplified language; and, integration of the Canadian Federation of Library Association

*Statement on Library and the Intellectual Freedom of Children & Youth;*

BE IT RESOLVED THAT the Library Board approve the revisions to the *Children and Youth Services* policy, as presented.

Carried.

c. Policy Review: Library Board Evaluation

58-25

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

WHEREAS a recent review of the *Library Board Evaluation* policy was undertaken;

BE IT RESOLVED THAT the Library Board approve the review of the *Library Board Evaluation* policy, which has resulted in no changes or additions to the policy at this time.

Carried.

d. 2025 Year-End Audit Engagement and Planning Letters

59-25

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

WHEREAS Millards Chartered Professional Accountants has been appointed the external auditor for the City of Brantford and its local boards;

BE IT RESOLVED THAT the report regarding independence of the City's external auditor, the Engagement Letter and the Audit Plan, be received.

Carried.

e. 2025 Trust Fund Investment Plan

60-25

MOVED BY: J. Heath  
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. St. Paul Branch Operating Hours**

61-25

MOVED BY: M. Reniers  
SECONDED BY: L. Morris

WHEREAS community feedback about Library operating hours indicates support for Monday services at the St. Paul Branch;

AND WHEREAS Library management is proposing a change in service hours at the St. Paul Branch that will respond to community demand for Monday services without additional costs to the operating budget;

BE IT RESOLVED THAT the Brantford Public Library Board approves the adoption of new service hours at the St. Paul Branch, to be timed with the opening of the Shellard Lane Branch.

Carried.

**g. Sunday Hours Proposal Ratification**

62-25

MOVED BY: L. Morris  
SECONDED BY: A. Fiszauf

That this assembly adjourned to an In Camera session at 4:51 pm to discuss Sunday Hours Proposal Ratification.

Carried.

64-25

MOVED BY: J. Heath  
SECONDED BY: Councillor G. Caputo

WHEREAS the current staffing model for Sunday service hours involves overtime rates and considerable administrative

efforts, factors which do not reflect modern customer service expectations and make service expansion cost-prohibitive;

AND WHEREAS community feedback about Library operating hours indicates support for expanding weekend service hours;

AND WHEREAS a joint committee of Library management and CUPE representatives has come to a tentative agreement on a solution that may facilitate an expansion of Sunday service hours in an amicable manner and without the requirement of a budget increase;

AND WHEREAS the tentative solution involves changing practices currently established in the Library's collective agreements, as well as changing the location of Sunday service hours;

BE IT RESOLVED THAT the Brantford Public Library Board ratify the tentative agreement developed by the joint Sunday Hours Committee, as outlined below;

AND FURTHER THAT the Brantford Public Library Board approves the relocation of Sunday service hours from the Main Branch to the Shellard Lane Branch, upon its opening.

Carried.  
1 Opposed

## **9. INFORMATION REPORTS**

### **a. CEO Report – October 2025**

Recent and upcoming activities and decisions were highlighted in the report, including the division of duties across the management team due to a vacancy. Home Delivery campaign has yielded positive response.

### **b. September 2025 Financial Statements**

Financial Statements for September 2025 were received. Variances between budgeted expenditures and actuals were noted, to inform the Board of a projected deficit at year end.

### **c. 2025 Third Quarter Library Use Statistics**

Recommendation to provide separate statistics for the Library kiosks.

- d. Strategic Plan Implementation Update

## **10. COMMITTEE REPORTS**

- a. **Review Committee**

No meeting.

- b. **Planning and Policy Committee**

Draft Minutes October 28, 2025.

- c. **Governance Committee**

Draft Minutes October 21, 2025.

- d. **Ontario Library Service (OLS)**

No meeting.

## **11. CITY COUNCILLORS REPORTS**

Councillor G. Caputo provided update on the construction in the downtown core and noted upcoming activities: budget process; Brantford Lights at Glenhyrst; and Santa Claus parade.

## **12. LIBRARY BOARD TRAINING SUGGESTIONS**

None

## **13. NOTICE OF DISCUSSION**

None

## **14. OTHER BUSINESS**

None

## **15. UPCOMING DATES**

- a. Planning and Policy Committee meeting – November 25, 2025 at 4:30 pm

- b. Deadline for Holiday Dinner Selections – November 21, 2025
- c. Library Board Holiday Dinner – December 8, 2025 at 6:00 pm
- d. Library Board meeting – December 18, 2025 at 4:30pm

**16. ADJOURNMENT**

65-25

MOVED BY: Councillor M. Samwell

The Library Board meeting adjourned at 5:09 p.m.

Carried.

Read and approved....December 18.....2025.

  
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Chair