

**Meeting of the Brantford Public Library Board
Thursday August 30, 2018
Main Library Boardroom, 3:00pm – 5:08pm**

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

MINUTES

Members Present: M. McGeein (chair), P. MacKenzie (vice-chair), Councillor L. Kings, N. Church, B. Wyatt, Councillor J. Utley, C. Mann, J. Heath, C. Freibauer.

Regrets:

Staff Present: R. Aramburo, K. Symons, J. Clark, A. Feridooni.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

65-18

MOVED BY: B. Wyatt
SECONDED BY: Councillor L. Kings

That the agenda for the August 30, 2018 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES OF June 21, 2018

66-18

MOVED BY: B. Wyatt
SECONDED BY: C. Mann

That the minutes of the June 21, 2018 Board Meeting be approved.

Carried.

5. APPROVAL OF IN CAMERA MINUTES OF June 21, 2018

67-18 MOVED BY: J. Heath
 SECONDED BY: P. MacKenzie

That the minutes of June 21, 2018 In Camera Board Meeting be approved.

Carried.

6. APPROVAL OF THE MINUTES OF August 15, 2018

68-18 MOVED BY: Councillor L. Kings
 SECONDED BY: J. Heath

That the minutes of the August 15, 2018 Board Meeting be approved.

Carried.

7. APPROVAL OF IN CAMERA MINUTES OF August 15, 2018

69-18 MOVED BY: B. Wyatt
 SECONDED BY: Councillor L. Kings

That the In Camera minutes of the August 15, 2018 Board Meeting be approved.

Carried.

8. BUSINESS ARISING FROM THE MINUTES

None.

9. CORRESPONDENCE

None.

10. RESOLUTION REPORTS

a. Annual Fines and Fees Review

70-18 MOVED BY: Councillor L. Kings
 SECONDED BY: B. Wyatt

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees, contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT a \$7,800 reduction to Fees and Fines be included in the 2019 Draft Operating Budget.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2018 and the start of 2019 consistent with current rates and comparable with other libraries.

Carried.

The reduction in fees is reflected in the draft 2019 operating budget request submission to the City.

Board Chair recommended the discussion of agenda item 10 d (2019 Draft Operating budget) and item 10 e (Ten Year Capital Plan) in advance of the other resolution items.

d. Draft 2019 Operating Budget

71-18

MOVED BY: C. Freibauer

SECONDED BY: J. Heath

WHEREAS the Brantford Public Library Board is required to submit to the City of Brantford estimates of all sums required during the year for the purposes of the board;

BE IT RESOLVED THAT the Library Board approve the Draft 2019 Operating Budget with the City of Brantford Contribution in the amount of \$4,734,539 plus unmet need requests having a net 2019 Municipal Budget impact of \$97,370.

Carried.

Management prepared a draft budget for Board approval based on costs to operate the library, maintain service levels and achieve priorities identified in the Strategic Plan.

The unavoidable increases presented for 2019 include:

- Employee compensation related the Job Evaluation process and upcoming contract negotiations.
- Increases to our collections costs for databases, electronic subscriptions, and to meet the increased

- demand for eBooks.
- Technologies maintenance and scheduled replacement of computer hardware.
- Expanded security guard staffing to cover all open hours. Considering increased incidents in the Library and downtown, the Health and safety responsibilities for library staff and the public, as well as external recommendations and consultations, full security coverage during open hours is the minimum commitment that should be undertaken.

A number of staffing pressures were not included in the budget at this time, but the Board should be aware of challenges related to: adequate service desk coverage for the success of the new service model, the significant increases to programming and outreach, increased demands on maintenance staff, and the recommendation to hire a part time web designer for the website update that is on the horizon.

The unmet need requests presented include:

- Shared HR representative with the City HR department (given that our current HR Manager contract ends at the end of 2018, with no permanent funding source identified to address HR support for the Library).
- An enhanced security program that includes two guards during all open hours, as per best practices.

Efficiencies:

Library actuals are lower and resulted in just over \$10,000. savings.

Budget reflects no fees for non-residents, as reciprocal borrowing is under consideration.

The draft 2019 Operating budget is an increase to the City share of 4.82%.

Board discussed the budget presentation and how to provide a solid case for the importance of the library to the community and its economic growth. Identify the resources provide by the Library to the community and the challenges faced to continue providing these great services.

- e. Draft 2019-2028 Ten Year Capital Plan

72-18

MOVED BY: B. Wyatt
SECONDED BY: Councillor L. Kings

WHEREAS the Brantford Public Library Board requires funding for Capital Projects;

BE IT RESOLVED THAT the Library Board direct management to submit the following capital projects to the City for funding consideration during the 2019 Budget Process:

New Library Branch	\$7,925,720
St. Paul Branch HVAC	\$125,000
Main Library Roof	\$585,000
Main Library Carpet Replacement	\$80,000
Main Library Passenger Elevator Modernization	<u>\$100,000</u>
Total	<u>\$8,715,720</u>

Carried.

Management recommends the following changes to the Draft 2019-2028:
Increase replacement of Branch HVAC by \$25,000 to cost increase in general.
Add new item – Replacement of Main Library’s Passenger elevator in 3-5 years.

b. Library Membership Criteria

73-18

MOVED BY: C. Mann
SECONDED BY: C. Freibauer

Criteria for Library memberships is deferred for discussion until January 2019.

Carried.

After some discussion, Board requested this item be tabled for consideration until after the municipal elections.

c. Reciprocal Borrowing

Board would like to see the barriers removed but due to the upcoming elections, budget pressures, and political climate, the Board will revisit reciprocal borrowing with County of Brant Public Library in January 2019. Staff are asked to revise the report for discussion and decision then.

Reciprocal borrowing with Six Nations Public Library will be forwarded for discussion at the September Board meeting.

8. INFORMATION REPORTS

None.

9. COMMITTEE REPORTS

A. Review Committee

- a. Draft minutes from meeting June 27 2018

Draft Committee meeting minutes were received.

- b. Draft minutes from meeting August 20 2018

Draft Committee meeting minutes were received.

B. Planning and Policy Committee

- a. Draft minutes from meeting July 10 2018

Draft Committee meeting minutes were received.

C. Governance Committee

- a. Draft minutes from meeting June 27, 2018

Draft Committee meeting minutes were received.

D. SOLS

The outgoing Liberal government's promise of an additional \$51 million for public library funding over three years will not be honoured by the new government. Current levels of public library operating grants are being maintained this year. Connectivity grant funding for 2018 will be maintained.

SOLS Board will meet in October.

10. NOTICE OF DISCUSSION

None.

11. OTHER BUSINESS

None.

12. NEXT MEETING DATE

Thursday September 20 2018 at 4:30pm

13. ADJOURNMENT

ADJOURNMENT

74-18

MOVED BY: C. Mann

That the Board meeting adjourn at 5:08 p.m.

Read and approved.....September 20 2018.....



.....
Chair