



*unanimously by all present. As Board members, and trustees of the trust fund."* And to remove the Carried statement under the discussion notes.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

- a.** External Auditor Annual Independence Letter / Engagement Letter / Audit Plan

93-18

MOVED BY: B. Wyatt  
SECONDED BY: Councillor J. Utley

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 approved.

Carried.

These letters from Millards come to the attention of the Board every year to inform Board members of the Audit process. The City is responsible for appointing the Auditor for the Library Board. The Library's audit is in the City's RFP for accounting professionals.

- b.** 2019 Bell City Reads Author Series Sponsorship

94-18

MOVED BY: Councillor J. Utley  
SECONDED BY: B. Wyatt

BE IT RESOLVED THAT the Bell City Reads Author Series sponsorship agreement be approved as presented, for procurement of in-kind food and beverage service from identified suitable businesses.

Carried.

Management would like to apply the sponsorship policy approved last year, to solicit sponsorship from a local food and beverage business in support of the 2019 Author Series. A list of potential sponsors was devised. Library staff will approach the identified local businesses, one at a time, seeking one to provide in-kind food and beverage service for the 2019 author events. Service providers are be required to be Smart Serve certified. Sponsors will receive recognition.

c. Legacy Document 2014-2018

95-18

MOVED BY: B. Wyatt  
SECONDED BY: Councillor J. Utley

BE IT RESOLVED THAT the Library Board approve the Legacy Document as presented, to be used as an orientation tool for prospective and incoming new Board members.

Carried.

d. Reserve Fund Analysis and Revised Reserve Fund Policy

96-18

MOVED BY: Councillor J. Utley  
SECONDED BY: B. Wyatt

WHEREAS the City of Brantford has significant pressures on the 2019-2028 Capital Plan;

AND WHEREAS the City's Executive Leadership team has requested the Library Board to Consider funding some of the capital requests from Library Reserves;

BE IT RESOLVED that the following projects be funded 50% from the Library Equipment Reserve Fund:

- Carpet Replacements - \$40,000
- Elevator Modernization - \$50,000
- St. Paul Branch HVAC Replacement - \$55,000

AND THAT the 2019-2028 Capital Plan submission be revised accordingly

AND FURTHER THAT the Reserve Fund Policy be revised as presented.

Carried.

The analysis and policy was presented to Review Committee and recommended for approval. The Board recognizes the challenges the City has to be able to fund capital projects.

This revision and proposal of shared Board funding for the Library's Capital projects demonstrates the Library is willing to work with the City in partnership; the Board hopes that this act will be recognized by Council. The Library appreciates the support from their appointed Council representatives.

## **8. INFORMATION REPORTS**

### **a. CEO Narrative**

A few highlights discussed:

- Staff are developing a customer survey using questions from the feasibility study and plan on posting survey Nov. 26 for two weeks for customer feedback
- Manager – Public Services position has been filled by Kelly Nielsen. Kelly will start in this new position Nov. 26
- Currently, customers that could benefit from Home Delivery Service are informed about the program by library staff. We are at capacity under the existing model, so the service is not widely promoted. The service underwent significant changes in recent years, and is running well and poised for expansion. Staff are considering other models and best practices, and are gathering information from stakeholders to inform an enhanced service
- Manager – Business Services was recently certified as a trainer for CPI's "Prepare" program. Plans are underway to train all staff on the foundational course
- Staff will investigate reports of loitering and smoking at the front doors on Colborne Street. Guards will be asked to monitor this area and signage will be considered

### **b. Financial Statements September 2018**

The Board noted the increase in interest revenue as a result of

the City quarterly payment schedule, and recommended that Management investigate options to further increase the interest rate earned on funds.

**c. 2018 Strategic Plan Actions update**

Board members made suggestions for future strategic plan updates, including: ranking the actions by priority; providing a more in-depth analysis/review of completed actions and outcomes; and, excluding ongoing actions from the list.

**d. Guidelines for Presenting Committee Recommendations**

To be discussed under Item 9 C Governance Committee.

**9. COMMITTEE REPORTS**

**A. Review Committee**

**a. Draft Committee meeting minutes October 30, 2018**

Draft Committee meeting minutes were received.

**B. Planning and Policy Committee**

**a. Draft Committee meeting minutes October 24, 2018**

Draft Committee meeting minutes were received.

**C. Governance Committee**

**a. Draft Committee meeting minutes October 24, 2018**

Draft Committee meeting minutes were received.

Item 6 in minutes

CEO is looking for some direction on providing information and resolutions coming out of committee meetings to the Board. It was recommended that committee chairs provide a verbal summary of committee meetings, including any recommendations for resolutions. Alternatively, a one-page summary of recommendations including resolution recommendations could be drafted for presentation to the Board. The draft committee meeting minutes will

continue to be included in Board packages to provide documentation of background information for recommendations.

Governance Committee will take another look at the process for providing reports, information and resolutions, considering these suggestions.

**D. SOLS**

**a. Trustee Council Meeting Agenda**

N. Church reminded the Board to appoint a member to the Trustee Council at the beginning of the next Board Term. The Board thanked N. Church for her representation for BPL on the Trustee Council and SOLS Board of Directors.

**b. FOPL Report**

The report included in the Board package for review explains that the increased funding for public libraries announced earlier in the year is on hold; the traditional PLOG/connectivity/core funding has been unfrozen.

**c. OLBA Report**

Included in Board package for review.

**10. NOTICE OF DISCUSSION**

None.

**11. OTHER BUSINESS**

None.

**12. NEXT MEETING DATE**

97-18

MOVED BY: Councillor J. Utley  
SECONDED BY: C. Mann

The Board will meet on Thursday December 13, at 4:30 pm.

Carried.

**13. ADJOURNMENT**

98-18

MOVED BY: C. Mann

That the Board meeting adjourn at 5:36 pm.

Carried.

Read and approved.....December 13.....2018

*Marion McLean*  
.....  
Chair