

**Meeting of the Brantford Public Library Board
Thursday, October 18, 2018
Main Library Boardroom, 4:30pm – 5:38pm**

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

MINUTES

Members Present: M. McGeein (chair), P. MacKenzie (vice-chair), N. Church, B. Wyatt, J. Heath, C. Freibauer.
Regrets: Councillor J. Utley, Councillor L. Kings, C. Mann.
Staff Present: K. Symons, R.-L. Aramburo, J. Clark.
Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

81-18 MOVED BY: P. MacKenzie
 SECONDED BY: C. Freibauer

That the agenda for the October 18, 2018 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES OF SEPTEMBER 20, 2018

82-18 MOVED BY: B. Wyatt
 SECONDED BY: J. Heath

That the minutes of the September 20, 2018 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. Social Media Policy

83-18

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

WHEREAS the current Social Media Policy has not been revised in 10 years and needs to be updated to reflect changes in social media platforms and Canada's Anti-Spam Legislation, and to address roles and responsibilities;

BE IT RESOLVED THAT the Library Board approve the updated Social Media Policy, as presented.

Carried.

There was discussion about the distinction between advertising on social media and other online advertising. Other platforms used for advertising online include Google display ads, the Expositor website and Spotify. These would not be covered in this policy, and are not currently mentioned in another policy. Online advertising costs are dependent on the type of ad, and are highly customizable.

b. Funding Main Library Children's Area Improvements

84-18

MOVED BY: P. MacKenzie
SECONDED BY: J. Heath

WHEREAS The Brantford Public Library Endowment/Trust currently has an uncommitted balance of \$188,146;

AND WHEREAS the use of the funds will result in improvements to the Main Library children's area for children and families to enjoy for many years to come;

BE IT RESOLVED that the Library Board approve the transfer of \$75,000 from the endowment/trust fund for the purpose of making improvements to the Main Library children's area.

Carried.

C. Freibauer inquired about any plans to address teen area. Management recognizes the need for improvements to the teen space. This area is not currently included in this proposal or addressed in other plans. Board would like to see plans for teen area improvements in the future. Board does see the immediate need in children's area, and believes this would be money well spent.

Carried unanimously by all present. As Board members, and trustees of the trust fund.

c. Purchasing Policy

85-18

MOVED BY: B. Wyatt
SECONDED BY: J. Heath

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

AND WHEREAS Management has recommended amendments to the Purchasing Policy based on amendments the City of Brantford approved in June 2018;

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

Carried.

The proposed changes mirror changes made by the City to its Purchasing Policy earlier this year. Manager – Business Services, K. Symons summarized the changes as included in Appendix A to the report.

There was an inquiry about the change of 20% highlighted on page 30 section 8.02 item (c). K. Symons indicated that 10% was the previous amount.

d. Education Works Alliance Membership

86-18

MOVED BY: P. MacKenzie
SECONDED BY: B. Wyatt

WHEREAS the Organizational Memberships and Requests for

Sponsorship Policy states that the Library will participate in institutional memberships that advance the vision and mission of the Library, including memberships that offer networking opportunities;

AND WHEREAS the Education Works Alliance membership provides networking opportunities that have led to meaningful partnership initiatives;

BE IT RESOLVED THAT the Library renew its annual Education Works Alliance membership for 2018-2019.

Carried.

e. New Branch "Class D " Estimate Funding

87-18

MOVED BY: C. Freibauer
SECONDED BY: P. MacKenzie

WHEREAS the most promising opportunity for a new library branch is a joint facility with the City of Brantford Parks and Recreation Department and Grand Erie School Board to be built on City owned land on Shellard's Lane;

AND WHEREAS the City of Brantford approved \$75,000 for the purpose of a New Library Services Feasibility Study;

BE IT RESOLVED THAT the Library Board approve an amount up to \$25,000 from the Capital Funds be used for the purpose of obtaining Class "D" estimates for a new library branch in the Southwest;

AND BE IT FURTHER RESOLVED THAT if Parks and Recreation does not have funding currently available for their share of the cost estimates, that the \$25,000 can be shared to obtain estimates for the community centre portion of the project.

Carried.

K. Symons highlighted some of the benefits of moving forward with the Class "D" estimates at this stage, and working with Parks and Recreation on this initiative. The success of the project is dependent on all parties working together to achieve

mutual goals during planning, design, construction and operation of a partnered facility. General Manager Corporate Services was present when the possibility of using the Feasibility Study Funds for this purpose was raised and was of the opinion that it was in line with the intended use of the funds. It was noted that C. Mann had raised concerns previously about the use of the Feasibility Study funds, mostly related to repeating the work of the previous study, without a new build on the horizon. Board felt this was the next appropriate step to move the Southwest project forward.

8. INFORMATION REPORTS

a. CEO Narrative

Employee Holiday celebration date is narrowed down to December 7th or December 15th.

Santa clause parade participation may not happen.

JJEC Sore thumbing is the process of review/revision after all job evaluations are complete, and they are considered all together.

CEO informed the Board that planning for 2019 Strategic Plan actions is underway and requested feedback on how 2018 Strategic Plan information and updates were presented. Management will continue to provide updates on progress twice a year (in May and November).

CEO described cloudLibrary, a new eBook/eAudio platform currently being piloted. If the pilot is successful, Overdrive/Libby collection may be migrated over to this new platform; currently the Library is carrying both.

b. 2019 Budget Update

R.L. Aramburo and K. Symons provided an updated on the City's Executive Leadership Team review of the budget and various proposed changes to the Draft Operating Budget. The feedback received during this review was helpful. Move to resolution.

SECONDED BY: J. Heath

WHEREAS the City Executive Leadership Team and Management have identified changes to the draft operating budget;

BE IT RESOLVED THAT the draft budget submission be reduced by \$27,200 as per the following reductions:

Minimum wage remaining at \$14/hr	\$6,100
Remove Security Guard Increase from Unavoidable Increases	\$18,700
Workers Compensation Rate Decrease	\$2,400

AND FURTHER THAT the unmet need request for Security Guard Coverage be increased by \$18,700

Carried.

K. Symons, Manager – Business Services reviewed three options for the Board to vote on revising the submitted Capital Plan. The Board agreed on Option 3 to have this brought to the next Review Committee Meeting on October 30, 2018.

89-18

MOVED BY: B. Wyatt
SECONDED BY: P. MacKenzie

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 Library Board refer the request to the Library Board Review Committee to make a recommendation

AND FURTHER That the Library Board direct management to provide a detailed report containing the following information:

- Current Reserve Fund Balances
- Board Approved Commitments
- Transfers for the previous 10 years 2008-2017
- Forecasted Transfers and Pressures on Reserve Funds
- Further analysis of options

– Revised Reserve Fund Policy

Carried.

c. Financial Statements August 2018

d. Programming & Outreach Evaluation Framework

Board members provided positive feedback on the evaluation strategies outlined in the report, and the examples provided.

e. Board Legacy Document

Governance Committee drafted a Library Board Legacy Document. C. Freibauer will provide an introduction to the content.

Given that the document is intended for new Board members, N. Church recommended including guiding information on how the board functions, level of involvement, encouragement for learning and engagement, etc. C. Freibauer will draft a closing statement.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of September 24, 2018 were received.

B. Planning and Policy Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of September 26, 2018 were received.

C. Governance Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of September 26, 2018 were received.

D. SOLS

Trustee Council meeting is November 3rd.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

a. Parkade

During construction there was one hour of free parking. Prior to that customers paid for each hour of parking. N. Church recommended finding a sponsor with a downtown business to provide one hour free parking for library patrons.

b. December board meeting

December Board meeting will be set for December 4, 2018 at 4:00pm prior to the Board Holiday dinner. Calendar invitations will be sent out to the board.

12. NEXT MEETING DATE

November 15, 2018 at 4:30 pm.

13. ADJOURNMENT

ADJOURNMENT

90-18

MOVED BY: C. Freibauer

That the Board meeting adjourn at 5:38 p.m.

Read and approved.....Nov. 15.....2018 Carried.


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Chair