

**Meeting of the Brantford Public Library Board
Thursday, June 20 2019
Main Library Boardroom, 5:12pm – 7:15 pm**

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

MINUTES

Members Present: M. McGeein (chair), C. Freibauer (vice-chair), Councillor J. Wall, Councillor J. Utley, G. Woodburn, J. Heath, M. Reniers.

Regrets: J. Morrissey, K. Towler

Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Nielsen.

Recording Secretary: J. Geerts.

1. SPECIAL EVENT: CELEBRATION OF RECIPROCAL BORROWING WITH SIX NATIONS PUBLIC LIBRARY

2. APPROVAL OF THE AGENDA

41-19 MOVED BY: J. Heath
 SECONDED BY: M. Reniers

That the agenda for the June 20, 2019 Board Meeting be approved as amended.

Carried.

Item 8 g. Pay Equity discussion, moved to the end of the Board meeting.

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. PRESENTATIONS

- a. 2018 Year in Review, Part 3 (Collections, Technologies & Digital Services – Amir Feridooni, Manager – Support Services

Manager of Support Services presented an overview of the department, which includes collections and technologies. A. Feridooni highlighted the department's 2018 accomplishments and challenges. Priorities for 2019 are improving circulation,

and introducing MiFi hotspots for borrowing.

5. APPROVAL OF THE MINUTES OF May 16, 2019

42-19

MOVED BY: G. Woodburn
SECONDED BY: C. Freibauer

That the minutes of the May 16, 2019 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

a. Thank you card

Card received from Board member Karen Towler.

7. RESOLUTION REPORTS

a. Update and Budget for Children's Area Upgrade

43-19

MOVED BY: J. Heath
SECONDED BY: C. Freibauer

WHEREAS the Brantford Public Library Endowment/Trust currently has a balance of \$403,090;

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 an additional transfer of \$55,000 from the endowment/trust fund for the purpose of making improvements to the Main Library children's area bringing the total upset limit to \$130,000.

AND THAT any unused funds remain in the endowment/trust fund.

Carried.

The Board considered the options in the report and had the

opportunity to ask questions. Additional funds were improved, to enhance the upgrade, with the goal of fostering lifelong learning and library use by children experiencing the new space.

44-19

MOVED BY: M. Reniers
SECONDED BY: C. Freibauer

That the Donor/s to the Library Trust fund be recognized for significant donations contributing to the improvements for the Main Library Children's area.

Carried.

Library staff are currently researching ways to improve Teen area and provide an area that will be inviting for youth and address their needs.

b. Funding for Website

45-19

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

WHEREAS The Brantford Public Library reserve fund currently has an uncommitted balance of \$304,229;

AND WHEREAS the use of the funds will result in enhancements to the Library's website that will improve accessibility, customer experience and staff workflows;

AND WHEREAS management undertook an Expression of Interest process that resulted in eSolutions Group providing the lowest cost estimates;

AND WHEREAS the City of Brantford recently successfully updated their website using eSolutions Group following a formal procurement process;

AND WHEREAS there are a number of ancillary projects needed to be completed that accompany a website redesign;

BE IT RESOLVED that the Library Board approve the transfer of \$55,000 from the Automated Equipment Reserve fund for the purpose of redeveloping the Library's website.

Carried.

The chosen company has designed websites for other libraries. Staff ensured Board members that the website would be mobile friendly.

c. Trust Fund and Investment Plan

46-19

MOVED BY: G. Woodburn
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 Trust Fund Investment Plan be approved.

Carried.

Plan will be reviewed annually, to determine if funds are likely to be spent in coming years, or if longer term investments should be considered. Board must approve any forms of spending or investing of the account.

d. Workplace Violence and Workplace Harassment Policy

47-19

MOVED BY: J. Heath
SECONDED BY: C. Freibauer

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Workplace Harassment and Workplace Violence Policies;

BE IT RESOLVED THAT the Library Board approve the Workplace Harassment Policy and Workplace Violence Policy, with no changes introduced at this time.

Carried.

e. Health and Safety Policy

48-19

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

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Health and Safety Policy;

BE IT RESOLVED THAT the Library Board approve the Health and Safety Policy, with no changes at this time.

Carried.

f. Asset Management Policy

49-19

MOVED BY: G. Woodburn
SECONDED BY: M. Reniers

WHEREAS the Strategic Asset Management Policy will ensure compliance with O. Reg. 588/17 while supporting the Library in making evidence based, cost-effective, decisions for infrastructure assets through planning, acquisition, operation, maintenance, rehabilitation, replacement and disposal phases of the asset lifecycle;

AND WHEREAS the City Council requested that the Brantford Public Library Board adopt the City's Corporate 045 – Strategic Asset Management Policy in order to ensure that asset management is consistent across all City Commissions and Local Boards and to ensure compliance with Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure.

BE IT RESOLVED THAT the library board approve the Strategic Asset Management Policy, as presented.

Carried.

This policy will provide a consistent approach to asset management planning across all City commissions and Boards. The policy will ensure compliance with provincial regulation while supporting the City and Library in making cost effective decisions related to assets through planning, acquisition, maintenance etc. The policy will assist in planning

and developing of operating and capital budgets.

8. INFORMATION REPORTS

a. CEO Report

Report included an update on Interlibrary Loans, which will be reintroduced, with changes, in July.

b. April Financials

Financial statements for April 2019 were received.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes June 4 2019 were received.

B. Planning and Policy Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of June 4 2019 were received.

C. Governance Committee

a. Draft Committee meeting minutes

Draft Committee meeting minutes of June 3 2019 were received.

D. SOLS

SOLS workshop held at Hamilton Public Library on June 8 was informative.

CEO is looking for a Board member to represent the BPL on the SOLS Trustee Council.

7. RESOLUTION REPORTS

50-19

g. Pay Equity update – In Camera

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

That this assembly adjourn at 6:54pm to an in camera session to discuss item related to labour relations or employee negotiations.

Carried.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

Budget update – Estimates Committee went through exercise to review Ten year capital plan. Councillor Wall informed the Board that the decision was made to move the new library branch out of the Ten year capital plan. Plans have been developing to use those funds for a new library in the southwest, to be shared in a joint-use facility, with a school and recreation centre.

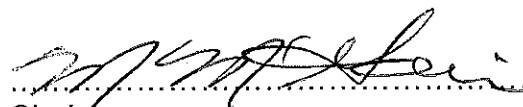
12. NEXT MEETING DATE

August 22, 2019 at 4:30pm

13. ADJOURNMENT

Board Chair declared the meeting adjourned at 7:15 p.m.

Read and approved.....August 29.....2019


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Chair