

**Meeting of the Brantford Public Library Board
Thursday, November 17, 2022
Main Library Board Room/Videoconference
4:32 pm – 5:31 pm**

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

MINUTES

Members Present: M. McGeein (Chair), G. Woodburn (Vice Chair), M. Reniers.

Members Videoconference: L. Morris, K. Towler.

Regrets: J. Heath.

Staff Present: R. Aramburo, L. Warner, K. Symons, J. Clark, Z. Ozols.

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

56-22 MOVED BY: G. Woodburn
 SECONDED BY: M. Reniers

That the agenda for the November 17, 2022 Board Meeting to be approved as amended.

Carried.

Item 8 a IT Review to be discussed In Camera at the end of the meeting. Addition of Item 8 d an In Camera discussion.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of OCTOBER 20, 2022

57-22 a. October 20, 2022 Board Meeting Minutes

 MOVED BY: L. Morris
 SECONDED BY: K. Towler

That the minutes of the October 20, 2022 Board Meeting be

approved.

Carried.

5. APPROVAL OF THE IN CAMERA MINUTES of OCTOBER 20, 2022

58-22

a. October 20, 2022 Board Meeting Minutes

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

That the minutes of the October 20, 2022 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

None.

8. RESOLUTION REPORTS

b. 2023 Draft Library Operating Budget Submission

59-22

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

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;

AND WHEREAS the 2023 draft operating budget utilizes the Library Services Pandemic Stabilization Fund and Automated Equipment Fund to reduce the budget increase;

BE IT RESOLVED THAT the Library Board approve the Draft 2023 Operating Budget submission with the City of Brantford Contribution in the amount of \$5,194,250 representing a 4.61%

increase to the City of Brantford Contribution.

Carried.

Increases to security guard contract and IT review have budget impacts bringing capital budget to 6.8% increase. Recommendation to use \$50,000 from the pandemic reserve to reduce this year's increase.

- c. External Auditor Annual Independence Letter / Engagement Letter / Audit Plan

60-22

MOVED BY: K. Towler
SECONDED BY: L. Morris

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.

9. INFORMATION REPORTS

- a. CEO Report – October

Recent and upcoming activities and decisions were provided in the report. R. Aramburo updated the Board on possible partnership with Kiwanis for a large event with potential to be an annual event.

- b. September 2022 Financial Statements

Financial Statements for September 2022 were received.

- c. 2022 Workplan Update

- d. 3rd Quarter Library Use Statistics

Positive to see numbers going up including memberships.

10. COMMITTEE REPORTS

A. Review Committee

November 11, 2022 Review Committee Draft Minutes

Resolution regarding capital budget adjustment

61-22

MOVED BY: G. Woodburn

SECONDED BY: M. Reniers

WHEREAS City staff are spreading the capital budget request for the Southwest Community Centre project over two years, and suggested the Library Board consider doing the same;

AND WHEREAS the Library Board previously approved a capital budget request of \$9,570,000 for a new library branch in 2023;

BE IT RESOLVED THAT the Board approves an amendment to the Library's capital budget submission to request \$913,200 for the project in 2023, and the balance of \$8,656,800 for 2024.

Carried.

Board approved separating soft/design costs out for 2023 capital budget request, and leaving the balance for 2024, in keeping with the City's approach.

B. Planning and Policy Committee

No meeting.

C. Governance Committee

November 2, 2022 Governance Committee Draft Minutes

Results of Library Board Evaluation:
Library Board Evaluation
Individual Member Performance

Evaluation results showed a well-working Library Board. Governance Committee recognized the need to be more diverse and representative of the community.

D. OLS

No meeting.

11. CITY COUNCILLORS REPORT

None.

12. NOTICE OF DISCUSSION

2023 Union Contract Negotiations

Discussed In Camera, as noted below.

13. OTHER BUSINESS

None.

14. UPCOMING DATES

Strategic Planning meeting, November 30, 2022 3:30 pm

Strategic Planning meeting, December 7, 2022 2:00pm

Strategic Planning meeting, December 12, 2022 3:30 pm

Library Board Meeting, December 15, 2022 4:30 pm

8. RESOLUTION REPORTS

a. IT Review – In Camera

62-22

MOVED BY: K. Towler

SECONDED BY: L. Morris

That this assembly commence with an In Camera Session at 4:57 p.m. to discuss items relating to labour relations/employee negotiations, and personal matters about an identifiable individual: 8a IT Review; 8d CEO/Chief Librarian 2022 Performance Review; and ,12 Notice for Discussion: 2023 Union Contract Negotiations.

Carried.

64-22

MOVED BY: M. Reniers

SECONDED BY: L. Morris

WHEREAS a review of IT Services was completed by a third party, resulting in a report containing various recommendations for improving the operations of the Library IT Department;

BE IT RESOLVED THAT the Library Board receive the IT Services Report;

AND FURTHER THAT the Library Board approve the recommended organizational structure changes;

AND FURTHER THAT management be authorized to negotiate a sole source agreement with Binattech for management of IT Services for a contract up to one year, with funding for 2023 coming from the Automated Equipment Reserve Fund at an upset limit of \$38,400.

Carried.

65-22

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

Based on a positive performance review for 2022, R. Aramburo be moved to Step 5 on the CEO / Chief Executive Salary Grid, effective January 1, 2023.

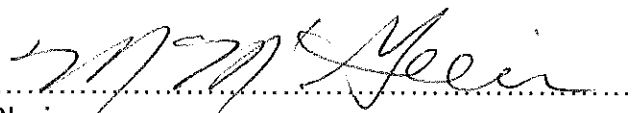
Carried.

15. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:31 pm.

Carried.

Read and approved.....December 15.....2022.


Chair