

**Meeting of the Brantford Public Library Board  
Thursday, September 15, 2022  
Main Library Board Room/Videoconference  
4:32 pm – 5:54 pm**

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

**MINUTES**

**Members Present:** M. McGeein (Chair), G. Woodburn (Vice Chair), J. Heath, K. Towler.  
**Members Videoconference:** L. Morris, M. Reniers, G. Woodburn.  
**Regrets:** Councillor J. Utley, Councillor J. Wall.  
**Staff Present:** R. Aramburo, L. Warner, K. Nielsen, K. Symons, J. Clark.  
**Recording Secretary:** M. Male.

**1. APPROVAL OF THE AGENDA**

41-22                      MOVED BY:            J. Heath  
                                    SECONDED BY:      K. Towler

That the agenda for the September 15, 2022 Board Meeting to be approved.

Carried.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

- a. Highlights & Updates: Communications and Community Engagement, James Clark

Manager of Communications and Community Engagement presented an overview of the department. J. Clark highlighted noteworthy activities over the past year, including: launch of digital Library membership, promotion for Library going fine free, using Google display and search ads, Expositor ads, Holiday card mail out. Recent successes include YouTube video ads, Read for your Ward challenge, and monthly draws with local businesses.

**b. Highlights & Updates: Finance and Administration, Ken Symons**

Corporate Services Administrator presented an overview of Finance and Administration roles and services. Recent activities include: implementation of Workforce System, improved recruitment process, new policy manual, Pay Equity maintenance, exempt staff benefits update, and implementation of employee performance reviews.

**4. APPROVAL OF THE MINUTES of AUGUST 18, 2022**

42-22

**a. August 18, 2022 Board Meeting Minutes**

MOVED BY: L. Morris  
SECONDED BY: G. Woodburn

That the minutes of the August 18, 2022 Board Meeting be approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

**a. 2023-2032 Ten Year Capital Plan and Submission**

43-22

MOVED BY: J. Heath  
SECONDED BY: K. Towler

WHEREAS Library management has identified both minor and major capital projects to meet needs in the coming years;

AND WHEREAS funding for these capital projects needs to be requested or allocated;

BE IT RESOLVED THAT the Library Board direct

management to submit the capital projects listed in Table 7.1 to the City for funding consideration during the 2023 Budget Process;

AND THAT the Library Board approve in principle the forecast of projects funded from Library reserves contained in Table 7.2, subject to final approval of the 2023 Budget.

Carried.

**b. Electronic Monitoring of Employees Policy**

44-22

MOVED BY: G. Woodburn  
SECONDED BY: L. Morris

WHEREAS recent changes to the *Employment Standards Act, 2000* (ESA) make it a requirement that employers with more than 25 employees must have a written policy in place on the electronic monitoring of employees;

BE IT RESOLVED THAT the Library Board approve the Electronic Monitoring of Employees Policy, as presented.

Carried.

**8. INFORMATION REPORTS**

**a. CEO Report – August**

Recent and upcoming activities and decisions were provided in the report. The decision to remain open on the National Day of Mourning was discussed.

Southwest Joint Facility RFP for architect has closed. R. Aramburo is on the evaluation team.

Elevator project will be deferred due to strike of inspectors in that industry.

**b. July 2022 Financial Statements**

Financial Statements for July 2022 were received.

**c. Library Partnerships and Community Meetings**

Annual report detailing the wide range of Library partnerships was received.

**d. Inclusion, Diversity, Equity, Accessibility (IDEA) Roadmap**

The consultant-led portion of the project is coming to completion. Access to learning materials will continue. Roadmap of actions for the coming year was provided. Actions and goals will be refreshed overtime and Board will be kept informed of accomplishments and activities, as commitment to IDEA is ongoing.

**9. COMMITTEE REPORTS**

**A. Review Committee**

September 8, 2022 Review Committee Draft Minutes

Review Committee discussed lasting ways to honour C. Freibauer's memory. Teen area enhancement identified as a project that aligns with her life's work and passion. R. Aramburo will bring a resolution and report to the October Board meeting.

**B. Planning and Policy Committee**

No meeting.

**C. Governance Committee**

September 8, 2022 Governance Committee Draft Minutes

DRAFT Legacy Document 2018 – 2022, Board requested to forward any additions or items to be removed for the October Board meeting.

K. Towler has moved into Chair position for the Governance Committee.

Board evaluation forms will be sent out for completion.

R. Aramburo will inform the Board when the Clerks office announces Board applications can be submitted.

**D. OLS**

No meeting.

**10. INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY DISCUSSION**

*Webinar: The History of Indigenous Peoples in Canada.*

Wealth of important information to educate ourselves on this topic.

**11. CITY COUNCILLORS REPORT**

None.

**12. NOTICE OF DISCUSSION**

None.

**13. OTHER BUSINESS**

There is a roast planned November 4, 2022 for Councillor J. Utlely. Funds raised will support the Stedman Hospice. Information is on the St. Joseph's Life care website and Stedman Hospice website.

**14. UPCOMING DATES**

Planning and Policy Committee meeting, September 28, 2022  
3:30 pm

Review Committee meeting, October 3, 2022 3:30 pm

Strategic planning meeting, October 5, 2022 3:30 pm

Library Board meeting, October 20, 2022 4:30 pm

**15. ADJOURNMENT**

45-22

MOVED BY: J. Heath

The Library Board meeting adjourned at 5:54 pm.

Carried.

Read and approved.....October 20.....2022.

*M M Deen*

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Chair