

**Meeting of the Brantford Public Library Board  
Thursday, April 20 2023  
Main Library Board Room  
4:30 pm – 5:45 pm**

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

**MINUTES**

**Members Present:** M. McGeein, D. Aguilar, J. Heath, A. Fisztauf, K. Towler, M. Reniers, R. Breen, Councillor G. Caputo, Councillor M. Samwell.

**Regrets:**

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

**Recording Secretary:** M. Male.

**1. APPROVAL OF THE AGENDA**

15-23

**MOVED BY:** J. Heath  
**SECONDED BY:** Councillor M. Samwell

That the agenda for the April 20, 2023 Board Meeting be approved as amended.

Item 7 a Resolution to be deferred and moved to item 8 d for information update.

Carried.

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

- a. Library Services and Programs Overview – by K. Nielsen (Manager – Public Services), Z. Ozols (Manager – Programming and Partnerships), and L. Warner (Manager – Library Resources).

Three members of the management team provided overviews and highlights of Library collections, services, and programs.

**4. APPROVAL OF THE MINUTES of FEBRUARY 16, 2023**

16-23

- a. FEBRUARY 16, 2023 Board Meeting Minutes

MOVED BY: Councillor M. Samwell  
SECONDED BY: R. Breen

That the minutes of the FEBRUARY 16, 2023 Board Meeting be approved.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

None.

**7. RESOLUTION REPORTS**

**a. Video Surveillance Policy Update**

17-23

MOVED BY: K. Towler  
SECONDED BY: Councillor M. Sandwell

WHEREAS the Library is currently completing a project that has expanded and enhanced security camera coverage at both Library locations;

AND WHEREAS the Library's Video Surveillance Policy was introduced in 2012 and has not been updated since;

BE IT RESOLVED THAT the Library Board approve the updated Video Surveillance Policy, as presented.

Carried.

**b. 2022 Financial Transfers**

18-23

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

WHEREAS reserve funds provide the Library Board with a source of funding to meet contractual obligations, comply with Trust/Endowment Obligations, and respond to opportunities

Trust/Endowment Obligations, and respond to opportunities and emergencies in a self-sufficient way;

AND WHEREAS approval of transfers is necessary to complete the 2022 Year-end Financial Statements;

BE IT RESOLVED THAT the Brantford Public Library Board approve the following transfers:

- \$33,447 **from** the Post-Employment Benefits Reserve
- \$15,000 **from** the Grant Opportunity & Projects Reserve
- \$105,604 **from** the Equipment Reserve
- \$107,965 **from** the Automated Equipment Reserve
- \$5,000 **from** the Endowment/Trust Fund
- \$94,111 **from** the Materials Acquisition Reserve
- \$9,674 **to** the Automated Equipment Reserve
- \$93,457 **to** the Equipment Reserve
- \$97,300 **to** the Materials Acquisition Reserve
- \$1,283 **to** the Grant Opportunity & Projects Reserve
- \$25,738 **to** the Endowment Fund
- \$32,304 **to** the Post-Employment Benefits Fund
- \$3,609 **to** the Library Services Pandemic Stabilization Reserve;

AND THAT Library management be given the authority to make necessary adjustments to the transfers if required during the 2022 year-end audit, and inform the Board of any adjustments.

Carried.

c. 2023 Operating Budget Final Approval

19-23

MOVED BY: D. Aguilar  
SECONDED BY: Councillor G. Caputo

WHEREAS City Council approved the 2023 Operating Budget on February 28, 2023;

BE IT RESOLVED THAT the Final 2023 Operating Budget be approved with the City of Brantford's contribution in the amount of \$5,160,750;

Carried.

Library Board commended R. Aramburo and her team for their great work in preparing and presenting the budget. A new four-year budget process will be introduced in the coming year.

## **8. INFORMATION REPORTS**

### **a. CEO Report – February and March**

Recent and upcoming activities and decisions were provided in the report. Library Board express appreciation for all the hard work at the Library and the innovative work being done.

### **b. February 2023 Financial Statements**

Financial Statements for February 2023 were received.

### **c. Collective Bargaining Update**

R. Aramburo verbally provided background information and an update on the Collective Bargaining process. The Library's two contracts (Full-Time and Part-Time) both expired on April 1, 2023. Library negotiations typically take place after City bargaining is completed.

### **d. Banking Agreement and Signing Authority**

Resolutions are brought to the Board when there is a change in signing authorities or banking agreements. The signing authorities are the Board Chair, Chair of the Review Committee, and CEO. The City and Library are in the process of changing banks; once the necessary paperwork is received, a resolution will be taken to the Board. If the needs to be finalized prior to the May Board meeting, R. Aramburo will reach out to the Board for approval via email, with ratification to take place at the subsequent meeting.

## **9. COMMITTEE REPORTS**

### **a. Review Committee**

Draft Minutes March 29, 2023.

20-23

MOVED BY: M. Reniers  
SECONDED BY: K. Towler

BE IT RESOLVED THAT J. Heath be approved as the Vice-Chair of the Review Committee.

Carried.

**b. Planning and Policy Committee**

Draft Minutes March 28, 2023.

21-23

MOVED BY: Councillor G. Caputo  
SECONDED BY: J. Heath

BE IT RESOLVED THAT D. Aguilar be approved as the Vice-Chair of the Planning and Policy Committee.

Carried.

**c. Governance Committee**

No meeting.

**d. OLS**

No meeting.

**10. CITY COUNCILLORS REPORT**

Councillors G. Caputo and M. Samwell provided updates on Council discussions and decisions of interest, including a Notice of Motion relating to enhanced emergency services; construction at Dufferin Park; the Brantford Bulldogs; and, a proposal for a riverside restaurant on the Glenhyrst grounds.

**11. NOTICE OF DISCUSSION**

None.

**12. OTHER BUSINESS**

None.

**13. UPCOMING DATES**

Library Board Meeting, May 18, 2023 4:30 pm

April 25, 2030 Planning and Policy Committee; May 3, 2023 Review Committee; Volunteer Appreciation Event April 24, 2023.

**14. ADJOURNMENT**

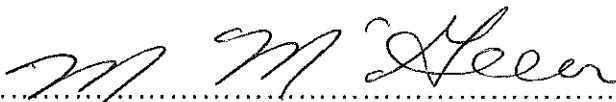
Board Chair declared the meeting adjourned at 5:45 pm.

22-23

MOVED BY: Councillor M. Samwell.

Carried.

Read and approved.....May 18.....2023.

  
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Chair