

**Meeting of the Brantford Public Library Board
Thursday, October 19, 2023
Main Library Board Room/Videoconference
4:33 pm – 5:48 pm**

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

MINUTES

Members Present: M. McGeein, J. Heath, M. Reniers, K. Adams, A. Fiszauf, Councillor G. Caputo, R. Breen.

Virtually:

Regrets: D. Aguilar, Councillor M. Samwell.

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

Recording Secretary: Michelle Male.

1. APPROVAL OF THE AGENDA

47-23 MOVED BY: J. Heath
 SECONDED BY: M. Reniers

That the agenda for the October 19, 2023 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of SEPTEMBER 21, 2023

48-23 a. September 21, 2023 Board Meeting Minutes

 MOVED BY: K. Adams
 SECONDED BY: A. Fiszauf

That the minutes of the September 21, 2023 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. Mandate for contract negotiations

Move in Camera for Mandate for contract negotiations.

49-23

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

That this assembly adjourned to an In Camera session at 4:39 pm to discuss mandate for contract negotiations.

Carried.

b. 2024 – 2027 Draft Library Operating Budget Submission

51-23

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

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 City has directed Local Boards to submit a multi-year budget for the years 2024 to 2027;

BE IT RESOLVED THAT the Library Board approve the 2024-2027 multi-year operating budget submission which requests a City of Brantford contribution in the amounts of:

\$5,347,100 in 2024 (representing a 3.61% increase);

\$5,545,800 in 2025;

\$6,468,200 in 2026; and,

\$6,628,400 in 2027(representing an average annual increase of 6.61% from 2023 to 2027).

AND FURTHER THAT Management be authorized to revise the submission to reflect additional information that may impact the budget, with the stipulation that the Library Board will be provided with updates and opportunities for input on any such revisions, prior to City Council deliberations.

Carried.

c. 2024 – 2033 Ten Year Capital Plan and Submission

52-23

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

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 2024 Budget Process;

AND FURTHER THAT Management be authorized to revise the submission to reflect additional information that may impact the budget, with the stipulation that the Library Board will be provided with updates and opportunities for input on any such revisions, prior to City Council deliberations.

Carried.

Discussed change to Southwest Branch project cost estimates due to reallocation of project areas.

Roof project estimates from 2016, with more details on the work to be completed reflects the cost escalation.

d. 2023 Annual Fines and Fees Review

53-23

MOVED BY: Councillor G. Caputo

SECONDED BY: K. Adams

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT Management develop the 2024-2027 budget based on 2022 actual and 2023 forecasted actual amounts, adjusted for any anticipated sales volume changes.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2023 and the start of 2024 consistent with current rates and comparable with other libraries.

Carried.

e. Partnerships Policy Revision

54-23

MOVED BY: R. Breen
SECONDED BY: A. Fiszau

WHEREAS the Library established an Inclusion, Diversity, Equity and Accessibility (IDEA) Roadmap in 2022;

AND WHEREAS an action included in the Roadmap was to “Review *Partnerships Policy* and update [it] to include IDEA considerations”;

BE IT RESOLVED THAT the Brantford Public Library Board approves the updated *Partnerships Policy*, as presented.

Carried.

f. Organizational Memberships and Requests for Sponsorships: Policy Review and Memberships Update

55-23

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

WHEREAS the *Organizational Memberships and Requests for Sponsorship Policy* was first introduced in 2018 and is due for a review;

AND WHEREAS the Policy affirms that the Library will participate in memberships and sponsorships that benefit the Library and advance the vision and mission of the Library;

AND WHEREAS the *Donations by Board Policy* is outdated and contradicts the *Organizational Memberships and Requests for Sponsorship Policy*;

AND WHEREAS the *Organizational Memberships and Requests for Sponsorship Policy* requires that a review of all memberships will be brought to the Board once a year;

BE IT RESOLVED THAT the Library Board approve the review of the *Organizational Memberships and Requests for Sponsorship Policy* which has resulted in no recommended changes or additions to the policy at this time.

AND THAT the *Donations by Board Policy* be discontinued;

AND THAT the Library Board receive as information, the updated Library memberships information for 2023.

Carried.

8. INFORMATION REPORTS

a. CEO Report – September

Recent and upcoming activities and decisions were provided in the report. The Kiosk at the Gretzky Centre had an opening event on October 16, 2023. Joint Shared Services Committee has resumed for representatives of the City of Brantford and County of Brant.

b. August 2023 Financial Statements

Financial Statements for August 2023 were received.

c. 2023 Library Partnerships and Community Meetings

Extensive list of partnerships and community relationships with the Library was received.

9. COMMITTEE REPORTS

a. Review Committee

Draft Minutes October 4, 2023

b. Planning and Policy Committee

Draft Minutes October 3, 2023

c. Governance Committee

No Meeting

d. OLS

No meeting.

10. CITY COUNCILLORS REPORT

Councillor G. Caputo highlighted City projects of interest.

11. NOTICE OF DISCUSSION

None.

12. OTHER BUSINESS

None.

13. UPCOMING DATES

a. Governance Committee meeting – October 30, 2023 at 4:30 pm.

b. Library Board meeting – November 16, 2023 will be cancelled, if urgent need arises it will be at the discretion of the Chair to call a meeting in November.

c. Library Board holiday dinner – November 28, 2023.

d. Library Board meeting – December 21, 2023 at 4:30 pm.

14. ADJOURNMENT


56-23

MOVED BY: A. Fiszauf

The Library Board meeting adjourned at 5:48 pm.

Carried.

Read and approved....December 21.....2023.


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Chair

