

**Meeting of the Brantford Public Library Board  
Thursday, February 15, 2024  
Main Library Board Room/Videoconference  
4:33 pm – 5:10 pm**

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

**MINUTES**

**Members Present:** M. Reniers (Vice-Chair), Councillor M. Samwell.  
**Virtually:** J. Heath, D. Aguilar, R. Breen, A. Fisztauf, K. Adams (4:55 departed),  
Councillor G. Caputo (5:00pm arrived).  
**Regrets:** M. McGeein (Chair).  
**Staff Present:** R. Aramburo, K. Symons, J. Clark, L. Warner, K. Nielsen.  
**Recording Secretary:** M. Male.  
**Chaired by:** M. Reniers.

**1. APPROVAL OF THE AGENDA**

07-24

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

That the agenda for the February 15, 2024 Board Meeting be approved as amended.

Carried.

Introductions Item 8 a Business Arising Revised Banking Resolution and Item 11 g Negotiations Update (In Camera).

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. PRESENTATIONS**

None.

**4. APPROVAL OF THE MINUTES of DECEMBER 21, 2023**

08-24

a. December 21, 2023 Board Meeting Minutes

MOVED BY: D. Aguilar  
SECONDED BY: J. Heath

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

Carried.

**5. APPROVAL OF THE IN CAMERA MINUTES of DECEMBER 21, 2023**

09-24

a. December 21, 2023 In Camera Board Meeting Minutes

MOVED BY: Councillor M. Samwell  
SECONDED BY: D. Aguilar

That the minutes of the December 21, 2023 In Camera Board Meeting be approved

Carried.

**6. APPROVAL OF THE MINUTES of JANUARY 18, 2024**

10-24

a. January 18, 2024 Board Meeting Minutes

MOVED BY: D. Aguilar  
SECONDED BY: J. Heath

That the minutes of the January 18, 2024 Board Meeting be approved

Carried.

**7. APPROVAL OF THE IN CAMERA MINUTES of JANUARY 18, 2024**

11-24

a. January 18, 2024 In Camera Board Meeting Minutes

MOVED BY: J. Heath  
SECONDED BY: A. Fiszau

That the minutes of the January 18, 2024 Board Meeting be approved.

Carried.

**8. BUSINESS ARISING FROM THE MINUTES**

**a. Revised Banking Resolution**

12-24

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

WHEREAS the City of Brantford completed a Request for Proposals for banking services for the City and Library;

AND WHEREAS the successful vendor is Bank of Nova Scotia (Scotiabank) and is referred to as "you" in this resolution;

BE IT RESOLVED THAT:

1. We appoint you as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Agreement.

2. Any 2 of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:

CEO/Chief Librarian  
Chair of the Board  
Review Committee Chair

3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

CEO/Chief Librarian  
Chair of the Board  
Review Committee Chair

4. We may exercise every power to borrow money and otherwise obtain services from you and to receive repayment thereof and to secure our obligations to you arising out of our acquisition of services from you which conferred upon us by our governing legislation. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to borrow money from you on our credit from time to time in the amounts and on the terms that those persons determine, and to grant security to you over any our property from time to time.

We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

CEO/Chief Librarian  
Chair of the Board  
Review Committee Chair

5. All instructions, agreements, and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and binding on us. Our seal is not required on any written documents to make it valid or to show consideration.

6. This resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

Carried.

**9. CORRESPONDENCE**

None.

## 10. RESOLUTION REPORTS

### a. Customer Service Policy

13-24

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

WHEREAS the Library does not currently have a *Customer Service Policy* to communicate the standards and expectations for the delivery of customer service;

AND WHEREAS the development of a *Customer Service Policy* will help to implement the following objective from the 2023-2027 Strategic Plan: "Excellent quality customer service is defined, expected, and consistently delivered";

BE IT RESOLVED THAT the Library Board approves the new *Customer Service Policy*, as presented.

Carried.

### b. Customer Privacy and Access to Information Policy

14-24

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

WHEREAS a review of the Library's current *Privacy Policy* (2011) was undertaken;

AND WHEREAS extensive revisions to the policy were recommended to remove unnecessary operational details and improve clarity around the Library's responsibilities regarding customer privacy and access to information;

BE IT RESOLVED THAT the Library Board approves the new *Customer Privacy and Access to Information Policy*, as presented, to replace the former *Privacy Policy*.

Carried.

## 11. INFORMATION REPORTS

### a. CEO Report – December 2023 & January 2024

Recent and upcoming activities and decisions were

highlighted in the report.

**b. December 2023 Financial Statements**

Financial Statements for December 2023 were received.

**c. 2023 Fourth Quarter and Annual Library Use Statistics**

Significant growth seen; these data points are useful to demonstrate the value of the Library.

**d. 2023 Staffing Report**

**e. 2023 Compliance Report**

**f. 2023 Health and Safety Report**

**g. Negotiations Update (In Camera)**

15-24

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

That this assembly move to an In Camera session at 4:51 pm for updates relating to labour relations/employee negotiations.

Carried.

17-24

MOVED BY: J. Heath  
SECONDED BY: D. Aguilar

That the Board approves a special Board meeting be held on March 7, 2024 for the purpose of ratifying the full and part time union contracts, as discussed In Camera.

Carried

**12. COMMITTEE REPORTS**

**a. Review Committee**

Draft Minutes January 11, 2024.

**b. Planning and Policy Committee**

Draft Minutes January 30, 2024.

**c. Governance Committee**

No Meeting

**h. OLS**

No meeting.

**13. CITY COUNCILLORS REPORT**

Councillors M. Samwell and G. Caputo provided updates on Council discussions and decisions of interest, including upcoming Budget approvals on Tuesday February 20, 2024.

**14. LIBRARY BOARD TRAINING SUGGESTIONS**

The addition of this standing item is a recommendation from the Governance Committee. Board members can suggest training topics of interest for Board development; the suggestions will be considered by the Governance Committee; the Committee may identify/prepare training information as requested and bring back to the Board.

Tour of the Library will be scheduled prior to the April or May Board meeting, to start at 4:00pm.

**15. NOTICE OF DISCUSSION**

None.

**16. OTHER BUSINESS**

None.

**17. UPCOMING DATES**

- a. Special Library Board meeting March 7, 2024, 4:30pm.
- b. Library Board meeting March 21, 2024 at 4:30 pm.

**18. ADJOURNMENT**

18-24

MOVED BY: Councillor G. Caputo

The Library Board meeting adjourned at 5:10 pm.

Carried.

Read and approved....March 21.....2024.

  
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Chair