

**Meeting of the Brantford Public Library Board
Thursday, April 18, 2019
Main Library Boardroom, 4:30pm – 6:02pm**

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

MINUTES

Members Present: M. McGeein (chair), C. Freibauer (vice-chair), Councillor J. Wall, Councillor J. Utley, J. Morrissey, G. Woodburn, J. Heath, K. Towler.

Regrets: M. Reniers

Staff Present: R.-L. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Nielsen.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

29-19

MOVED BY: C. Freibauer
SECONDED BY: J. Heath

That the agenda for the April 18, 2019 Board Meeting be approved as amended.

Carried.

Correction to ITEM 12, Date of next meeting is May 16, 2019 4:30pm.

Jennifer Chowan, from Millards Rouse and Rosebrugh, will speak to Item 7a at the start of this Board meeting.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. 2018 Year in Review, Part 1
Zile Ozols Manager – Programming and Outreach

Manager of Programming and Outreach presented an overview of the department, including general staffing information and descriptions of responsibilities. The department provides programs and outreach visits to customers of all ages. In

addition to programming, staff in the department provide customer service at library service points. Z. Ozols, highlighted the department's accomplishments in 2018 and challenges faces. A Partnership Policy will be developed in 2019.

4. APPROVAL OF THE MINUTES OF March 21, 2019

30-19

MOVED BY: J. Morrissey
SECONDED BY: J. Heath

That the minutes of the March 21, 2019 Board Meeting be approved.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

None.

7. RESOLUTION REPORTS

a. 2018 Audited Financial Statements

31-19

MOVED BY: G. Woodburn
SECONDED BY: C. Freibauer

The Library Board approve the 2018 Audited Financial Statements as prepared by Management and Audited by Millard, Rouse & Rosebrugh.

Carried.

Review Committee met prior to Board meeting to consider revised 2018 Audited Financial Statements. The City was provided with draft copies of Library's financial statements with the assurance the Board would receive them for approval at the April meeting.

Impacts on the financial statement in 2018: façade project was completed and all monetary transfers between City and Library completed; the financial statements include estimates

related to payroll liabilities resulting from the ongoing pay equity maintenance project. The audit fees and actuarial fees are included in the operating budget.

Jennifer Chowan, from Millard, Rouse & Rosebrugh, presented the revised 2018 Audited Financial statements and reported no significant changes. The library budget is developed and monitored on a cash-in/cash-out basis. The financial statements are prepared on a full accrual basis in accordance with general accepted accounting principles.

She reported the findings that the statements are presented fairly according to the Canadian Accounting Standards. The auditors are required to review the Library Annual report.

In the Statement of Operations it is important to note a one-time transfer from the City for the façade project.

The 2018 Audited Financial Annual surplus is noted at \$105,000.

The Auditors report they received full cooperation from Library Staff during the audit process, and there are no matters to report to the Board.

b. 2019 Operating and Capital Budget Final Approval

32-19

MOVED BY: G. Woodburn
SECONDED BY: K. Towler

WHEREAS City Council approved the 2019 Operating Budget and 2019 to 2028 Capital Plan on April 2nd, 2019;

BE IT RESOLVED THAT the Final 2019 Operating Budget be approved with the City of Brantford's contribution in the amount of \$4,629,839;

AND FURTHER THAT the 2019 Capital Budget and 2020-2028 Capital Forecast as approved by the City of Brantford be approved as follows:

Project	Year	Funding Amount
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St. Paul Branch Library HVAC Replacement	Prior Approved 2020	\$15,000 \$110,000 (Includes \$55,000 from Library Reserve Funds)
Main Library Carpet Replacement	2019	\$80,000 (includes \$40,000 from Library Reserve Funds)
New Branch Library	2023 2024	\$500,000 \$7,425,720
Main Library Roof	2019 2020	\$58,500 \$585,000
Main Library Passenger Elevator	2020 2021	\$10,000 \$90,000 (Includes \$50,000 from Library Reserve Funds)

AND FURTHER THAT \$145,000 representing the amount approved by the Library Board to fund the St. Paul Branch HVAC Replacement, Main Library Carpet Replacement and Main Library Passenger Elevator modernization be funded from the Automated Equipment Reserve.

AND FURTHER THAT the Board approve the funding an increase in security hours to provide guard coverage all hours of the Library is open in the amount of \$18,700 from the Grant Opportunities and Projects Reserve.

Carried.

c. Code of Conduct

33-19

MOVED BY: C. Freibauer
 SECONDED BY: J. Morressey

WHEREAS the current Rules of Conduct Policy has not been revised in over ten years and needs to be updated to address current problematic behaviour facing Library staff, and endorse a safe and welcoming Library experience;

BE IT RESOLVED THAT the Library Board approve the updated Code of Conduct Policy, with recommended changes.

Carried.

Motion was past pending review from City's Legal Department.

Board recommended additions and changes to the policy:

- Clarify the process for obtaining authorization for photos/filming in the Library and ensure that it is achievable.
- Appropriate attire should be defined, many different interpretations of acceptable dress. Note: CEO/Chief Librarian is working on Dress Code for Staff.

The Code of Conduct is and will continue to be posted around the Library.

d. Reciprocal Borrowing with County of Brant Public Library

34-19

MOVED BY: J. Heath
SECONDED BY: Councillor J. Utley

WHEREAS reciprocal borrowing offers a well-established, efficient, and low-cost way to expand access to library services and materials and to build positive relationships and partnership opportunities with neighbouring communities;

AND WHEREAS the County of Brant Public Library is interested in pursuing a reciprocal borrowing agreement with Brantford Public Library that will be beneficial for each community;

BE IT RESOLVED THAT Brantford Public Library and County of Brant Public Library work together to develop a mutually agreed upon reciprocal borrowing agreement, to be presented to the Board for approval prior to implementation in the second quarter of 2019.

Carried.

CEO/Chief Librarian was commended on the background work and comprehensive information provided to the Board on the topic.

CEO/Chief Librarian updated the Board on a recent Twitter exchange relating to reciprocal borrowing and differing opinions on how it relates to City and County shared services.

Discussions with Brant County Library CEO indicate County is keen to enter into an agreement with Brantford. Board discussion concluded that reciprocal borrowing is an agreement between Library systems, within the purview of the

Boards, outside of the joint services context.

BPL introduced a reciprocal borrowing agreement with Six Nations Public Library earlier this year. CEOs of SNPL and BPL would like to have an event in June to promote and celebrate the reciprocal borrowing agreement between the two libraries.

e. Collections Development Policy

35-19

MOVED BY: C. Freibauer
SECONDED BY: J. Heath

WHEREAS the current Collection Development Policy was last revised seven years ago and needs to be updated to reflect current collections, formats, and processes;

BE IT RESOLVED THAT the Library Board approve the updated Collection Development Policy, as presented.

Carried.

8. INFORMATION REPORTS

a. CEO Narrative

Ongoing and upcoming:

Just released, the Provincial Government has reduced its funding to SOLS and OLS North by 50%. These organizations: provide training and information resources to Boards and library staff; host the Interlibrary loan system and provide delivery services; coordinate reduced pricing for electronic resources. All libraries will be impacted by cuts to services provided by the Ontario Library Services, particularly small, rural, and Indigenous libraries.

Board received information about, and indicated support for, introducing Naloxone as a First Aid resource in the Library. CEO/Chief Librarian assured due diligence in terms of developing procedures and training, and consulting with the City.

The Library is in need of a Website revision. Recently, there have been issues with uploading files and updating

information on the website. Request for Expression of Interest packages have been sent out to appropriate Website development companies. Management will use results coming out of that exercise to inform upcoming website funding request for the Board.

b. February Financials

Financial Statements for February 2019 were received.

c. Service Model Review

The report provided an extensive review of the new service model introduced at BPL in 2018. The report evaluates the changes in relation to outlined objectives, and identifies achievements and challenges in implementing the new customer service model.

d. Upcoming Programming Highlights

A list of noteworthy programs and events was presented to Board members so they might share the information within their networks. Library's 135th Anniversary event is planned for May 4th. Superdogs will be at the library for 4 shows. This is a family event and partnered with the Downtown BIA.

9. COMMITTEE REPORTS

A. Review Committee

a. Draft Committee meeting minutes

Draft minutes and In Camera session for April 2, 2019 were received.

B. Planning and Policy Committee

a. Draft Committee meeting minutes

Draft minutes of April 4, 2019 were received.

C. Governance Committee

a. Draft Committee meeting minutes

Draft meeting minutes of April 4, 2019 were received.

New Board members were paired up with returning members and are encouraged to contact their peers for Board and or library information.

D. SOLS

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

12. NEXT MEETING DATE

May 16 2019 at 4:30pm

13. ADJOURNMENT

36-19

MOVED BY: J. Heath

That the Board meeting adjourn at 6:02 pm.

Read and approved.....May 16.....2019

M. McLean
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Chair