

09-19

MOVED BY: Councillor J. Utley
SECONDED BY: M. Reniers

That Caroline Freibauer be elected for the position of the Library Board Vice-Chair.

Carried.

Marion McGeein (in absentia) & Caroline Freibauer were nominated for the positions of Board Chair and Vice-Chair respectfully, and indicated their acceptance of the nominations prior to the vote. Caroline Freibauer will chair the remainder of this Board Meeting.

3. DECLARATION OF CONFLICT OF INTEREST

Karen Towler declared a conflict of interest relating to the BIA Sponsorship Agreement, as she also sits on the BIA Board.

4. PRESENTATIONS

a. Customer Survey Highlights

Customer survey was conducted in late November/early December 2018. The questions asked were based on the Community Needs Assessment questionnaire conducted in 2016 to inform BPL's current Strategic plan. The library received 568 responses.

The survey questions provided us with information on: how customers receive information from the Library; customers' experiences & perceptions when using the Library; awareness and use of Library resources; and program attendance. Results showed positive increases in questions related to customer's satisfaction with experiences in the Library, and also provided ideas on where/how to focus marketing.

Board members suggested the statistics be charted in a spreadsheet and the survey be done regularly (annually or every other year) so information can be compared easily over time.

Survey was posted on our website and promoted by staff so survey questions were typically answered by Library users.

5. APPROVAL OF THE MINUTES OF January 17, 2019

10-19

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

That the minutes of the January 17, 2019 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

None.

8. RESOLUTION REPORTS

a. Nominating Committee

11-19

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

The nominating committee will be comprised of:

Chair: Marion McGeein
Past Chair: Caroline Freibauer
Board Member: John Morrissey

The Nominating Committee will propose a list of candidates for positions on Board Committees and present for approval at the March 2018 Board meeting.

Carried.

Terms of Reference for each committee were included in the Board package, for information. Board members are asked to email Nominating Committee with their preferred committee(s) and position(s).

b. Summer Read Club Sponsorship Agreements

12-19

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

That the Library Board approves sponsorship agreements for sponsors who provide prizes for signing up for the TD Summer Reading Club and for sponsors who contribute weekly prizes, as per the examples provided.

Carried.

Original Summer Reads program was developed by TD Canada Trust and Toronto Public Library. This is a Canada wide program that provides marketing tools, swag, and branding for libraries to support their summer reading programming.

Generic sponsorship forms were provided for review.

c. BIA 135 Anniversary Sponsorship Agreement

13-19

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

That the Library Board approves sponsorship agreement with the Downtown Business Improvement Area (BIA) for a 135th Anniversary Celebration event, as provided.

Carried.
1 abstained.

As the Library celebrate its 135th anniversary this year, the BIA Marketing Committee proposed a sponsorship of \$1000 - \$1500 to be used to hire a family entertainer for a celebration event on May 4th. The amount will be matched by the Library. In addition, the BIA may be able to secure prizes and food for this event.

8. INFORMATION REPORTS

a. Board Orientation

Board Orientation will be a gradual process over the next few months. Board members are asked to review their contact information and inform library staff of any changes to the listing.

Orientation information for Library Board Members:

- SOLS's 10 things for new Board members
- BPL Strategic Plan
- Cover to Cover newsletter
- SOLS is providing ½ day workshops in spring for Board members to attend for orientation. CEO will confirm workshop location closest to Brantford
- Mentorship between returning members and new members
- Board members will receive: door codes / name tags / Ontario Library Association (OLA) memberships

b. CEO Narrative

CEO report included extra explanations to help orient new Board to current library initiatives and activities. Highlights will be provided at each meeting.

c. Budget Update

In August 2018, Board approved draft 2019 budget with a 4.21% increase due to salaries, Union contract negotiations, and unavoidable increases. Unmet needs included in the budget request were HR Support and increased security guard coverage. Budget presentation was delivered in January to Estimates Committee. Budget process is still ongoing. Unmet Needs have not been approved for funding.

Next budget meeting is Monday February 25th. If Estimates Committee asks for reductions, staff will review and provide necessary information to the Board for approval, prior to submission to Estimates Committee.

Councillor Utley reported that budget process is going to be tough over the next few years.

d. 4th Quarter Library Use Statistics

The report provides key statistics for last quarter of 2018 (October to December) on use of library collections, programs and services and compares those to the previous year's statistics.

The library is happy to report more visitors coming into the library and signing up for memberships, an increase in program attendance, and strong eResource use.

e. 2019 Strategic Actions

Management team prepared this report that identifies actions planned to achieve the strategic plan in 2019. The Board will receive biannual updates on the progress of these actions.

Councillor Utley recommended including Key Performance Indicators.

9. COMMITTEE REPORTS

A. Review Committee

No meeting.

B. Planning and Policy Committee

No meeting.

C. Governance Committee

No meeting.

D. SOLS

10. NOTICE OF DISCUSSION

None.

11. OTHER BUSINESS

- a. Letters to past board members

At the December meeting, each board member was given a card and gift, with thanks for their service and dedication to the Library.

- b. Cannabis

Councillor Utley reported that province just passed legislation that Cannabis can be smoked on the sidewalk and Councillors are receiving many complaints from constituents.

12. NEXT MEETING DATE

March 21, 2019 at 4:30pm

13. ADJOURNMENT

14-19

MOVED BY: J. Morrissey

That the Board meeting adjourn at 5:53 p.m.

Read and approved.....March 21,..... 2019



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Chair