

**Meeting of the Brantford Public Library Board
Thursday, April 21, 2022
Videoconference, 4:30pm – 5:52pm**

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

MINUTES

Videoconference Call: M. McGeein (Chair), G. Woodburn (Vice Chair), K. Towler, Heath, L. Morris, C. Freibauer.

Regrets: M. Reniers, Councillor J. Utley, Councillor J. Wall.

Videoconference Call – BPL Staff: R. Aramburo, K. Symons, J. Clark, L. Warner, Z. Ozols, K. Nielsen.

Recording Secretary: M. Male.

Moment of silence taken to honour the loss of Councillor J. Utley's wife.

1. APPROVAL OF THE AGENDA

20-22

MOVED BY: J. Heath
SECONDED BY: G. Woodburn

That the agenda for the April 21, 2022 Board Meeting to be approved as amended.

Carried.

Item 5a Approval of the Board Meeting In Camera Minutes discussion will be moved to after item 14.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

a. 2021 Audited Financial Statements

Presentation to the Review Committee took place April 13, 2022. Jennifer Chowhan, a partner with Millard, Rouse & Rosebrugh, provided an overview of the draft audited 2021 Financial Statements. The result of the audit is an unqualified (clean)

opinion for the Financial Statement for the year ending December 31, 2021.

The following items were highlighted in the draft Financial Statements:

- No significant deficiencies identified.
- CEO, R. Aramburo and K. Symons, Corporate Services Administrator, to discuss recommendation for CEO to review and approve the Corporate Services Administrator's journal entries as a matter of practice given we are a small administration team.
- CEWS funds received causing liability recorded for 2020 and 2021 to be higher. We have received confirmation these funds will be returned.
- Deferred revenue for book sales and lost books will no longer be reflected in 2022, due to discontinued use of book sales.
- "Income before Under-noted Items" changed to "Excess of Revenues over Expenses before Under-noted Items".
- Library estimates for post-employment/retirement health & dental benefits are actuarial valuations.
- A note is included to address the impact of the COVID-19 pandemic on library operations.

On behalf of Millard, Rouse & Rosebrugh, Ms. Chowhan thanked the Administrative team for their full cooperation during the audit process, and confirmed there are no matters of concern to report to the Board.

4. APPROVAL OF THE MINUTES of March 17, 2022

21-22

- a. March 17, 2022 Board Meeting Minutes

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

That the minutes of the March 17, 2022 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

- a. Response to Letter of Intent from Grand Erie District School Board.

The Board reviewed the school board’s reply to the Letter of Intent. There were questions around shared use of the library, which will be resolved as agreements are developed.

8. RESOLUTION REPORTS

- a. Passenger Elevator Modernization Contract

22-22

MOVED BY: J. Heath
SECONDED BY: L. Morris

WHEREAS a competitive procurement process for the Main Library Passenger Elevator Modernization was undertaken through the City of Brantford Purchasing Department;

AND WHEREAS the Library Purchasing Policy requires Library Board approval for contracts greater than \$50,000;

BE IT RESOLVED THAT management be authorized to execute the necessary contracts and documents with the Pinnacle Elevator Services Canada Inc. for \$82,790.

Carried.

- b. IT Services Agreement with Binattech

23-22

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

WHEREAS the Library’s IT department currently has a vacancy which is not expected to be addressed until the end of 2022 as it coincides with a review of IT services;

AND WHEREAS Binattech Systems Solutions has extensive knowledge of Brantford Public Library IT infrastructure due to providing IT support to the Library for over 20 years;

AND WHEREAS the Library Purchasing Policy requires

Library Board approval to override the purchasing policy to sole source a product or service;

BE IT RESOLVED THAT management be authorized to sole source additional IT support services to Binattech Systems Solutions for a period of one year.

Carried.

c. 2021 Audited Financial Statements

24-22

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

THAT the Library Board approve the 2021 Audited Financial Statements as prepared by Library Management and audited by Millard, Rouse & Rosebrugh.

Carried.

d. Use of Library Resources for Political Elections Policy

25-22

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

THAT the following amendment be made to Item 6 in the current Use of Library Resources for Political Elections Policy:

“As per Canada Elections Act section 81.1(2), the Library Board has determined campaigning is incompatible with the function and purpose of the Library. As such, candidates and representatives of candidates may not campaign in the Library, aside from an ‘all-candidates’ meeting. The same premise applies to municipal and provincial elections candidates.”

Carried.

8. INFORMATION REPORTS

a. CEO Report – March

Recent and upcoming activities and decisions were provided in the report.

Read for Your Ward, a new, community-wide reading challenge is being incorporated into the Library's summer reading program.

Updates on the Southwest Community Centre project were provided, including the upcoming RFP plans for a prime consultant, and revised Class D Estimates. Details will be provided at the next Review Committee meeting.

b. February 2022 Financial Statements

Financial Statements for February 2022 were received.

c. 2021 Draft Annual Report

9. COMMITTEE REPORTS

A. Review Committee

Draft Minutes April 13, 2022.

B. Planning and Policy Committee

Draft Minutes March 30, 2022.

C. Governance Committee

No meeting

D. OLS

10. DIVERSITY, EQUITY & INCLUSION DISCUSSION

CCDI webinar assignment for Board training was: *Moving the needle from equity to justice*. Highlights were presented by Z. Ozols, Manager – Programming and Partnerships, and discussion followed.

11. CITY COUNCILLORS REPORT

None.

K. Towler extended invitation to upcoming suicide prevention training hosted by Conestoga at the end of June.

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

None.

14. UPCOMING DATES

April 27, 2022 3:30 pm - Strategic Planning Session
May 19, 2022 4:30 pm - Board Meeting

5. APPROVAL OF THE IN CAMERA MINUTES of March 17, 2022

a. March 17, 2022 Board Meeting In Camera Minutes

26-22

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

That the In Camera minutes of the March 17, 2022 Board meeting be approved.

Carried.

15. ADJOURNMENT

27-22

MOVED BY: J. Heath

The Library Board meeting adjourned at 5:52 pm.

Carried.

Read and approved.....May 19.....2022.



.....
Chair