

**Meeting of the Brantford Public Library Board
Thursday, December 21, 2023
Main Library Board Room/Videoconference
4:30 pm – 5:25 pm**

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

MINUTES

Members Present: M. McGeein, J. Heath, K. Adams, D. Aguilar, R. Breen.
Virtually: A. Fisztauf, M. Reniers.
Regrets: Councillor M. Samwell, Councillor G. Caputo.
Staff Present: R. Aramburo, L. Warner, K. Symons, Z. Ozols, K. Nielsen, J. Clark.
Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

57-23 MOVED BY: J. Heath
 SECONDED BY: K. Adams

That the agenda for the December 21, 2023 Board Meeting be approved as amended.

Carried.

Item 8 i CEO Performance Review to be discussed at the end of the meeting.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES of OCTOBER 19, 2023

58-23 a. October 19, 2023 Board Meeting Minutes

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

That the minutes of the October 19, 2023 Board Meeting be

approved.

Carried.

5. APPROVAL OF THE IN CAMERA MINUTES of OCTOBER 19, 2023

59-23

- a. October 19, 2023 Board In Camera Meeting Minutes

MOVED BY: R. Breen

SECONDED BY: J. Heath

That the In Camera minutes of the October 19, 2023 Board Meeting be approved.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

None.

8. RESOLUTION REPORTS

- a. 2024 Planned Closure Dates

60-23

MOVED BY: D. Aguilar

SECONDED BY: K. Adams

WHEREAS the Library regularly closes for: staff development days; statutory holidays; two half-days during the Christmas season (typically Christmas Eve and New Year's Eve); and Sundays during the Christmas season.

BE IT RESOLVED THAT the Library Board approves of the following planned closures for 2024 and New Year's Day 2025:

Statutory Holidays as observed per the Employment Standards Act (ESA) and collective agreements.

Up to two days for Staff Development Days, to be confirmed by Library management.

Monday, January 1, 2024
Sunday, December 22, 2024
Tuesday, December 24, 2024, at 12:30pm
Wednesday, December 25, 2024
Thursday, December 26, 2024
Sunday, December 29, 2024
Tuesday, December 31, 2024, at 12:30pm
Wednesday, January 1, 2025

Carried.

b. 2024 Library Board Meeting Dates

61-23

MOVED BY: D. Aguilar
SECONDED BY: A. Fiszau

WHEREAS the Organizational By-Law Section 8.02 states regular Board meeting dates be set in the preceding year;

BE IT RESOLVED that the Regular Library Board meeting dates for 2024 are:

Thursday, January 18, 2024
Thursday, February 15, 2024
Thursday, March 21, 2024
Thursday, April 18, 2024
Thursday, May 16, 2024
Thursday, June 20, 2024
Thursday, August 15, 2024
Thursday, September 19, 2024
Thursday, October 17, 2024
Thursday, November 21, 2024
Thursday, December 19, 2024

Carried.

c. Professional Development Policy

62-23

MOVED BY: M. Reniers
SECONDED BY: A. Fiszau

WHEREAS the *Professional Development Policy* was developed in 2005 and is due for a review;

AND WHEREAS the provision of professional development

opportunities is an important investment in library employees and their capacity to provide the best possible service to the community;

BE IT RESOLVED THAT the Brantford Public Library Board approve the revised *Professional Development Policy*, as presented.

Carried.

d. Display and Distribution of Information Policy

63-23

MOVED BY: R. Breen
SECONDED BY: D. Aguilar

WHEREAS the *Bulletin Boards and Kiosks Policy* and *Display Area and Cases Policy* are both due for a review;

AND WHEREAS updating the existing policies and consolidating them into one policy will lead to efficiencies and clarity;

BE IT RESOLVED THAT the Library Board approve the newly-created *Display and Distribution of Information Policy*;

AND THAT both the *Bulletin Boards and Kiosks Policy* and the *Display Area and Cases Policy* be discontinued.

Carried.

e. Wilfrid Laurier University Memorandum of Understanding 2024

64-23

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

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a mutually beneficial agreement since 1999 to provide library services for the Brantford campus;

BE IT RESOLVED THAT the Board approve the Wilfrid Laurier University Memorandum of Understanding for 2024 and the associated fee schedule, as presented.

Carried.

Memorandum of Understanding is developed jointly, and ready to be signed by representatives of both parties once approved by our Board.

f. 2023 Year-End Audit Engagement and Planning Letters

65-23

MOVED BY: K. Adams
SECONDED BY: D. Aguilar

WHEREAS Millards Chartered Professional Accountants has been appointed the external auditor for the City of Brantford and its local boards;

BE IT RESOLVED THAT the report regarding independence of the City's external auditor, the Engagement Letter and the Audit Plan, be received;

AND THAT Library management be authorized to sign any necessary contract documents resulting from the award of audit services pertaining to the 2023 to 2026 year-end audits.

Carried.

The fees are standard for auditor work, if there was an extra issue arising this will be billed separately. Board discussed the change to fee amounts for next three years.

g. Scotiabank Banking Resolution

66-23

MOVED BY: A. Fisztauf
SECONDED BY: M. Reniers

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

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

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

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.

h. Accessibility Plan and Compliance Report

67-23

MOVED BY: D. Aguilar
SECONDED BY: R. Breen

WHEREAS Accessibility for Ontarians with Disabilities Act, O.Reg 191/11 requires the Library to have an accessibility plan and update it every 5 years;

AND WHEREAS the Library is required to submit a 2023 Accessibility Compliance Report by December 31st, 2023;

BE IT RESOLVED THAT the Board Approve the Accessibility Plan included in Appendix A;

AND FURTHER THAT the Board receive the 2023 Accessibility Compliance Report to be submitted by management by December 31st, 2023.

Carried.

9. INFORMATION REPORTS

a. CEO Report – October and November

Recent and upcoming activities and decisions were provided in the report. Highlights included kiosk circulation numbers, and the selection of the mural artist for the youth area project.

Additionally, R. Aramburo noted concerns over shelter service resources, and the challenges Library staff experience/may experience when assisting customers without shelter leading up to closing time.

R. Aramburo also updated the Board on plans for a Drag Storytime to be held again during March Break, in partnership with Laurier, Brantford Pride, and The Bridge.

b. October 2023 Financial Statements

Financial Statements for October 2023 were received.

- c. 2023 Third Quarter Library Use Statistics
- d. Strategic Actions – Update on Implementation
- e. Budget Update

City Finance and Clerks department notified the Library of the change in date for local board presentations to the Estimates Committee. The new date is January 22, 2024. Review Committee will meet to review the presentation in advance. Delegations may speak to the Estimates Committee about local board budgets prior to the presentations.

10. COMMITTEE REPORTS

a. Review Committee

Draft Minutes November 29, 2023

b. Planning and Policy Committee

Draft Minutes November 21, 2023

c. Governance Committee

Draft Minutes November 2, 2023

Standing item: Library Board training suggestions.

d. OLS

No meeting.

11. CITY COUNCILLORS REPORT

None.

12. NOTICE OF DISCUSSION

None.

13. OTHER BUSINESS

None.

14. UPCOMING DATES

- a. Library Board meeting – January 18, 2024 at 4:30 pm.

8. RESOLUTION REPORTS

- i. CEO Performance Review

Moved in Camera for CEO Performance Review.

68-23

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

That this assembly adjourned to an In Camera session at 5:13 pm to discuss personal matters about an identifiable individual.

Carried.

70-23

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

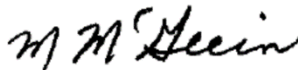
THAT based on a positive performance review for 2023, R. Aramburo be moved to Step 6 on the CEO/Chief Executive Salary Grid, effective January 1, 2024.

Carried

15. ADJOURNMENT

Board Chair declared the meeting adjourned at 5:25 pm.

Read and approved....February 15.....2024.



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Chair