

**Meeting of the Brantford Public Library Board
Thursday, March 21, 2024
Main Library Board Room/Videoconference
4:32 pm – 5:25 pm**

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

MINUTES

Members Present: R. Breen, K. Adams.

Virtually: M. McGeein (Chair), A. Fiszau, D. Aguilar, M. Reniers (Vice-Chair) (arrived 4:45pm).

Regrets: Councillor M. Samwell, J. Heath, Councillor G. Caputo.

Staff Present: R. Aramburo, K. Symons, K. Nielsen, J. Clark, L. Warner, E. Dudzus.

Recording Secretary: M. Male.

1. APPROVAL OF THE AGENDA

25-24

MOVED BY: A. Fiszau

SECONDED BY: K. Adams

That the agenda for the March 21, 2024 Board Meeting be approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

- a. Safety and Security in the Library – by K. Nielsen (Manager – Public Services) and R. Aramburo (CEO / Chief Librarian)

Presentation and discussion relating to issues and supports relating to safety and security in the library.

4. APPROVAL OF THE MINUTES of FEBRUARY 15, 2024

26-24

- a. February 15, 2024 Board Meeting Minutes

MOVED BY: A Fiszau

SECONDED BY: D. Aguilar

That the minutes of the February 15, 2024 Board Meeting be approved.

Carried.

5. APPROVAL OF THE IN CAMERA MINUTES of FEBRUARY 15, 2024

27-24

- a. February 15, 2024 In Camera Board Meeting Minutes

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

That the minutes of the February 15, 2024 In Camera Board Meeting be approved.

Carried.

6. APPROVAL OF THE MINUTES of MARCH 7, 2024

28-24

- a. March 7, 2024 Board Meeting Minutes

MOVED BY: R. Breen
SECONDED BY: M. Reniers

That the minutes of the March 7, 2024 Board Meeting be approved

Carried.

7. APPROVAL OF THE IN CAMERA MINUTES of MARCH 7, 2024

29-24

- a. March 7, 2024 In Camera Board Meeting Minutes

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

That the minutes of the March 7, 2024 Board Meeting be approved.

Carried.

8. BUSINESS ARISING FROM THE MINUTES

None.

9. CORRESPONDENCE

None.

10. RESOLUTION REPORTS

a. 2023 Financial Transfers

30-24

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

WHEREAS reserve funds provide the Library Board with a source of funding to meet contractual obligations, comply with Trust/Endowment obligations, and respond to opportunities and emergencies in a self-sufficient way;

AND WHEREAS approval of transfers is necessary to complete the 2023 year-end financial statements;

BE IT RESOLVED THAT the Brantford Public Library Board approve the following transfers:

- \$33,758 **from** the Post-Employment Benefits Reserve
- \$5,000 **from** the Grant Opportunity & Projects Reserve
- \$61,431 **from** the Equipment Reserve
- \$137,920 **from** the Automated Equipment Reserve
- \$5,000 **from** the Endowment/Trust Fund
- \$97,300 **from** the Materials Acquisition Reserve
- \$57,545 **from** the Library Services Pandemic Stabilization Reserve
- \$95,413 **to** the Equipment Reserve
- \$116,709 **to** the Materials Acquisition Reserve
- \$55,337 **to** the Endowment Fund
- \$31,500 **to** the Post-Employment Benefits Fund

AND THAT Library management be given the authority to make necessary adjustments to the transfers if required during the 2023 year-end audit, and inform the Board of any adjustments.

Carried.

b. 2024 Capital Budget Approval

31-24

MOVED BY: M. Reniers

SECONDED BY: A. Fiszauf

WHEREAS City Council approved the 2024 Capital Plan on February 20, 2024;

BE IT RESOLVED THAT the 2024 Capital Budget be approved as follows:

Project	Year	Funding Amount
New Branch Library	2024	\$10,186,800 (Previously approved in 2023 \$913,200) Total \$11,100,000
Main Library Roof	2024	\$1,150,000 (Previously approved in 2019 \$58,500) Total \$1,208,500

Carried.

c. 2024 Operating Budget Approval

32-24

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

WHEREAS City Council approved the 2024 Operating Budget on February 20, 2024;

BE IT RESOLVED THAT the Final 2024 Operating Budget be approved with the City of Brantford's contribution in the amount of \$5,397,100;

Carried.

d. Organizational By-Law Policy Revision

33-24

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

WHEREAS information about the Library's practices and responsibilities relating to financial controls and oversight were not previously documented in policy in a comprehensive

manner;

AND WHEREAS the Library Board's existing *Organizational By-Law* includes a section on Finance that could be expanded upon;

AND WHEREAS further review of the *Organizational By-Law* resulted in minor revisions to simplify the language in the Signing Officers section of the policy;

BE IT RESOLVED THAT the Library Board approve the revisions to the Brantford Public Library Board *Organizational By-Law Policy*, as presented.

Carried.

11. INFORMATION REPORTS

a. CEO Report – February

Recent and upcoming activities and decisions were highlighted in the report, including the distribution of solar eclipse glasses, an update on the new youth area, the upcoming vacancy on the Board, and the volunteer appreciation event on April 15, 2024.

b. 2023 Employee and Labour Relations

The Board received a report on employee-related initiatives in 2023.

12. COMMITTEE REPORTS

a. Review Committee

Draft Minutes February 28, 2024.

b. Planning and Policy Committee

No meeting.

c. Governance Committee

Draft Minutes February 12, 2024

d. OLS

No meeting.

13. CITY COUNCILLORS REPORT

None.

14. LIBRARY BOARD TRAINING SUGGESTIONS

Recommendation to consider a discussion around conflicts of interest at a future meeting.

15. NOTICE OF DISCUSSION

None.

16. OTHER BUSINESS

- a. K. Adams last meeting will be in April. City has been notified. R. Aramburo is waiting for confirmation on the process for recruiting a new Board member.
- b. Governance Committee recommended a Library tour. The tour will be scheduled prior to the April or May Board meeting at 4:00pm.

17. UPCOMING DATES

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

18. ADJOURNMENT

34-24

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

The Library Board meeting adjourned at 5:25 pm.

Carried.

Read and approved....April 18.....2024.


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Chair