

**Meeting of the Brantford Public Library Board
Thursday, October 17, 2024
Main Library Board Room/Videoconference
4:38 pm – 5:14 pm**

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

MINUTES

Members Present: M. McGeein (Chair), A. Fisztauf, J. Heath, Councillor M. Samwell, Councillor G. Caputo, R. Aramburo.

Virtually: D. Aguilar, L. Morris, R. Breen.

Regrets: M. Reniers (Vice-Chair).

Staff Present: K. Nielsen, L. Warner, K. Symons, C. Stornelli, E. Dudzus.

Recording Secretary: M. Male.

1. LAND ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

59-24

MOVED BY: J. Heath
SECONDED BY: Councillor M. Samwell

That the agenda for the October 17, 2024 Board Meeting be approved.

Carried.

Welcome C. Stornelli, Manager – Communications and Community Engagement and new/returning Board Member L. Morris.

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. PRESENTATIONS

None.

5. APPROVAL OF THE MINUTES of August 15, 2024

60-24

a. August 15, 2024 Board Meeting Minutes

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

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

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

Correspondence from the Municipality informing the Library the budget presentation is on November 20, 2024.

8. RESOLUTION REPORTS

a. 2024 Annual Fines and Fees Review

61-24

MOVED BY: J. Heath
SECONDED BY: Councillor G. Caputo

WHEREAS a review of existing fees, fines and associated revenues has been undertaken;

BE IT RESOLVED THAT the fines and fees contained in Appendix A – Fees and Fine Schedule, be approved;

AND THAT Management develop the 2025-2027 budget based on 2023 actual and 2024 forecasted actual amounts, adjusted for any anticipated sales volume changes.

AND THAT Management be authorized to set fine and fees rates for any new resources and services introduced during the remainder of 2024 and the start of 2025 consistent with current rates and comparable with other libraries.

Carried.

b. 2025 to 2027 Draft Library Operating Budget Submission

62-24

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

WHEREAS the Brantford Public Library Board is required to submit to the City of Brantford estimates of all sums required during the year for the purposes of the Board;

AND WHEREAS the City has directed Local Boards to submit a multi-year budget for the years 2024 to 2027;

AND WHEREAS Library Management has identified a need for a new supervisor position to support efforts to prevent, manage, and resolve incidents in the Library;

AND WHEREAS Library Management is proposing use of the Pandemic Stabilization Reserve fund to cover the 2025 salary and benefits costs for the new position, and approved operating budget funds thereafter;

BE IT RESOLVED THAT the Library Board receive, as information, the attached draft line-by-line operating budgets for 2025 to 2027;

AND THAT the Library Board approve the 2025-2027 multi-year operating budget revisions submission which requests a City of Brantford contribution in the amounts of:

\$5,656,300 in 2025, representing no change from the 2024 submission;

\$6,347,900 in 2026, representing a \$304,900 decrease from the 2024 submission; and,

\$7,000,000 in 2027, representing a \$131,800 increase from the 2024 submission; cumulatively representing an average annual increase of 7.97% from 2024 to 2027.

AND THAT Management be authorized to revise the submission to reflect additional information that may impact the budget, with the stipulation that the Library Board will be provided with updates and opportunities for input on any such revisions, prior to City Council deliberation;

AND FURTHER THAT the Library Board approve use of the Pandemic Stabilization Reserve Fund for salary and benefits

costs in 2025 associated with creating and filling a new supervisor position.

Carried.

c. 2025 to 2027 Capital Plan and Submission

63-24

MOVED BY: Councillor G. Caputo
SECONDED BY: Councillor M. Samwell

WHEREAS Library management has identified both minor and major capital projects to meet needs in the coming years;

AND WHEREAS funding for these capital projects needs to be requested or allocated;

BE IT RESOLVED THAT the Library Board receives as information, the 2025-2027 Capital Plan as outlined below;

AND THAT the Library Board direct management to submit the capital projects listed in Table 7.1 to the City for funding consideration during the 2025 budget process;

AND THAT the Library Board approves reserve fund allocation for capital projects listed in Tables 7.2, pending available funds in the identified reserves;

AND FURTHER THAT the Library Board approves an upset amount of \$15,000 to be allocated for developing additional storage space at the Main branch in 2024 from the Equipment Reserve Fund.

Carried.

d. Policy update: Safe Child

64-24

MOVED BY: L. Morris
SECONDED BY: Councillor M. Samwell

WHEREAS a recent review of the *Safe Child* policy was undertaken;

AND WHEREAS revisions were recommended including: updated language from the *Child, Youth and Family Services Act*; clarified wording regarding actions taken upon

encountering a child in counterindication of the policy; clarified wording on expectations of parental supervision for various activities in the library; and the establishment of a recommended age for independent use of the Library;

BE IT RESOLVED THAT the Library Board approve the revisions to the *Safe Child* policy, as presented.

Carried.

- e. Policy update: Staff and Board Member Travel and Expenses Policy

65-24

MOVED BY: A. Fiszau
SECONDED BY: L. Morris

WHEREAS a review of the *Library Staff and Board Member Travel and Expenses* policy was recently undertaken;

AND WHEREAS revisions were recommended to update per diem and mileage rates based on the Canada Revenue Agency Directive on Travel, and to adjust outdated wording;

BET IT RESOLVED THAT the revised *Staff and Board Member Travel and Expenses* policy be approved, as presented.

Carried.

- f. Internet Services Agreement with NetOptiks (Grandbridge Group)

66-24

MOVED BY: J. Heath
SECONDED BY: D. Aguilar

WHEREAS NetOptiks, a division of Grandbridge Group, formerly Brantford Hydro Inc. has provided reliable fibre internet services to the Library since 2009;

AND WHEREAS NetOptiks is the internet provider for the City of Brantford;

BE IT RESOLVED THAT management be authorized to sole source the acquisition of Internet Services from NetOptiks;

AND FURTHER THAT management be authorized to enter

into a three (3) year agreement with NetOptiks for internet services.

Carried.

g. Naming Rights Agreement: Local History Room

67-24

MOVED BY: Councillor M. Samwell
SECONDED BY: J. Heath

BE IT RESOLVED THAT the Naming Rights Agreement be approved, as presented, to establish the Geoffrey Moyer Local History Room at the Main Branch.

Carried.

9. INFORMATION REPORTS

a. 2024 Review of Memberships

Information report to inform the Board of organization memberships the Library has annually.

b. CEO Report – August and September 2024

Recent and upcoming activities and decisions were highlighted in the report, including: positive feedback about the new kiosk at Sobey's; the upcoming partnered event with Kiwanis; the completion of the new mural on the external south wall of the library, and plans for a library program with the muralist.

c. August 2024 Financial Statements

Financial Statements for August 2024 were received.

d. 2024 Second Quarter Library Use Statistics

Questions were answered regarding holds ratios for popular titles and regarding the DVD collection.

10. COMMITTEE REPORTS

a. Review Committee

Draft minutes September 24, 2024

2024 CEO/Chief Librarian Goals and Competencies to be sent via email, as they were not included in the Board meeting package.

b. Planning and Policy Committee

Draft minutes September 24, 2024

c. Governance Committee

No meeting

d. Ontario Library Service (OLS)

Upcoming virtual conference for Board members, October 24
<https://resources.olservice.ca/conference/2024#s-lg-box-wrapper-19890688>

11. CITY COUNCILLORS REPORTS

Councillors provided updates on: the approval of the sports complex; the opening of Lucy Marco Place; and the completion of the new murals downtown. Application process has started for a Homelessness and Addiction Recovery Treatment Hub (HART). Downtown Ambassador and Councillor M. Samwell will be speaking to downtown locations to talk about the downtown improvement plans.

12. LIBRARY BOARD TRAINING SUGGESTIONS

13. NOTICE OF DISCUSSION

14. OTHER BUSINESS

The Library is a member of the Federation of Ontario Public Libraries (FOPL), which is an advocacy organization. FOPL has requested that library CEOs meet with PC Caucus MPPs to advocate for the development of the Ontario Digital Public Library(ODPL). R. Aramburo provided information to the Board about the proposed ODPL. The Board spoke in favour of R. Aramburo reaching out to MPP Bouma for this purpose.

Local photographer has offered two large installations to the Library. The pieces are 2ft X 30ft and feature front and rear views of the buildings on Colborne Street prior to their demolition in 2010.

Management is working through the logistics of the offer with the artist.
R. Aramburo will update the Board on the outcome of discussions.

15. UPCOMING DATES

- a. Library Board Meeting – November 21, 2024 at 4:30 pm.
- b. November 20, 2024 Budget presentation at 4:30pm.
- c. November 25, December 2, December 9 proposed Board dinner.

16. ADJOURNMENT

68-24

MOVED BY: Councillor M. Samwell

That the Board meeting adjourned at 5:14 pm.

Carried.

Read and approved....November 21.....2024.


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Chair