



BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, April 17, 2023@ 7:00 pm
Location	Zima Room
Meeting #	2023-04
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Dillon McDowell Diana Sheeler Joseph Giordano Ferguson Mobbs
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Andrea Ciurria, Manager of Public Services Elizabeth Campbell, Manager of Community Engagement David Di Giovanni, Manager of Cultural Services
Regrets/Absent	Nina Cunniff, Deputy CEO and Manager of Corporate Services

1 Call to Order

The Presiding Chair calls the meeting to order at: 7:01pm

2 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, April 17, 2023, agenda.”

Moved by: D. Sheeler

Seconded by: C. Duhaney

Result: Carried.

3 Declaration of Conflict of Interest—

4 Special Presentations/Welcome Guests—Nathalie Carrier, Deputy Treasurer; Sue Bragg, BakerTilly Accounting

Staff welcomed guests to the Board meeting. Accountants provided an overview of the 2022 fiscal year, providing details of the audit, surplus, and capital account.

The accountants fielded questions from the Board of Directors related to the financial audit, the Library’s fiscal health, and margins for improvements going forward.

Motion:





“THAT the Bradford West Gwillimbury Public Library Board receive the Financial Audit as printed.”

Moved by: D. McDowell

Seconded by: J. Giordano

Result: Carried.

7:19pm Sue and Natalie left the meeting.

5 Confirmation of Consent Agenda

5.1 Regular Meeting Minutes of Monday, March 20th, 2023

5.2 CEO Report

5.3 Community Engagement Report

5.4 Corporate Services Report

5.5 Cultural Services Report

5.6 Public Services Report

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 5.1 to 5.6 inclusive.”

Staff fielded questions for reports 5.2 CEO Report, 3.3 Community Engagement, 5.6 Public Services.

Moved by: J. Giordano

Seconded by: C. Duhaney

Result: Carried.

6 Financial Report

6.1 Monthly Financial Report

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the Financial Report as printed.”

Staff fielded questions on the financial report specific to the grants received and outstanding for 2023. A request for Staff report on service levels pre-pandemic and post pandemic was requested to provide a stronger picture of the Library’s services.

Moved by: C. Duhaney

Seconded by: D. Sheeler

Result: Carried.

7 Correspondence—None

8 Board Training— Community Engagement Department Overview





Staff presented a high overview of the Community Engagement Department, which included function, goals, and focus for 2023. Staff fielded questions from the Board of Directors on elements within the department including program development and outreach.

9 New Business

9.1 2023-04-01 Budget Update

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-04-01 Budget Update for information.”

Staff presented the Report outlining likely overages for this year’s budget. Staff fielded questions on the specific expected overages for contracted services accounts. The Board of Directors discussed creating a capital reserve line that would be funded annually as part of the budget process for capital repairs.

Moved by: J. Giordano Seconded by: C. Duhaney Result: Carried.

The Board provided instructions through the following motion to include in discussions with the Finance Committee.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board Financial Committee explore the option of a self-funded special financial levy for Capital Expenses.”

Moved by: D. McDowell Seconded by: J. Giordano Result: Carried.

9.2 2023-04-02 Business Continuity Plan

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2023-04-02 Business Continuity Plan as presented.”

Staff provided an overview of the Business Continuity Plan and fielded questions from the Board.

Moved by: D. Sheeler Seconded by: C. Duhaney Result: Carried.

9.3 2023-04-03 Library Service Levels





Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-04-03 Library Service Levels Update for information.”

Staff provided an update and reasoning behind the report, fielding questions from the Board related to next steps and accreditation.

Moved by: J. Giordano Seconded by: C. Duhaney Result: Carried.

9.4 2023-03-04 Friends of the Library Update—D. McDowell

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-03-04 Friends of the Library Update for information.”

Board member D. McDowell provided an update from the previous Friends of the Library Meeting.

Moved by: D. McDowell Seconded by: J. Giordano Result: Carried.

10 Policy Review and Approvals—None

11 Board Committees—No Updates

12 Closed Session

Motion:

“THAT the Bradford West Gwillimbury Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) Labour relations or employee negotiations at **8:24pm.**”

Moved by: J. Giordano Seconded by: D. Sheeler Result: Carried.

5 Minute Recess occurred at 8:25pm

12.1 Minutes from March 8, 2023 and March 20, 2023

12.2 Employee negotiations and Labour Relations

Motion:

“THAT the Bradford West Gwillimbury Public Library Board rise from a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) Labour relations or employee negotiations at 9:41 pm.”





Moved by: D. McDowell

Seconded by: J. Giordano

Result: Carried.

13 Next Meeting—Monday, May 15, 2023 @ 7pm.

14 Upcoming Events

D. McDowell outlined the Community Clean Up Week: April 17-23

15 Adjournment

Motion:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 9:45 pm.”

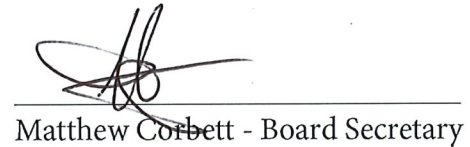
Moved by: J. Giordano

Seconded by: D. McDowell

Result: Carried.



Licinio Miguelo - Board Chair



Matthew Corbett - Board Secretary

