



BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, May 15, 2023@ 7:00 pm	
Location	Zima Room	
Meeting #	2023-05	
Members	CHAIR: Licinio Miguelo Diana Sheeler Joseph Giordano	VICE CHAIR: Cheraldean Duhaney FOL Liaison: Dillon McDowell
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Andrea Ciurria, Manager of Public Services Elizabeth Campbell, Manager of Community Engagement David Di Giovanni, Manager of Cultural Services	
Regrets/Absent	OLS TRUSTEE: Jen Turner, Ferguson Mobbs	

1 Call to Order

The Presiding Chair calls the meeting to order at 7:04pm.

2 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, May 15, 2023, agenda.”

Moved by: D. McDowell Seconded by: D. Sheeler Result: Carried.

3 Declaration of Conflict of Interest— None.

4 Special Presentations/Welcome Guests—None

5 Confirmation of Consent Agenda

- 5.1 Regular Meeting Minutes of Monday, April 17th, 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.”

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 amended.”

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

7 Correspondence—None

8 Board Training— Corporate Services Department

Staff presented an overview of the Corporate Services Department as a whole, and included high level overview of the 3 pillars of the department. Collections, I.T and Facility.

Staff presented current projects ongoing (cleaning up the catalogue, Replacing fluorescent lights with LEDs, Etc.) and the 2023 initiatives (Formal DEI analysis of collection, development of Library of Things, etc.)

Staff fielded questions from the Board of Directors on elements within the department including shelving revamp and Library of Things.

9 New Business

9.1 2023-05-01 Annual Survey

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-05-01 Annual Survey for information.”

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





Staff informed the Board the Annual Survey was submitted as part of the Ontario public Library Grant requirements. Staff presented highlights from the document including circulation statistics and foot traffic in the building for the previous year. Staff fielded questions from the Board regarding the report.

9.1 2023-05-02 Intranet Presentation

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2023-05-02 Intranet Presentation.”

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

Staff presented the new internal intranet project to the Board of Directors. The intranet provides connection and information on corporate core values, departmental news, website, social media etc.

Staff fielded questions from the Board of Directors pertaining to the Intranet Sharepoint site and its functions.

9.2 2023-05-03 Friends of the Library Update—D. McDowell

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-05-03 Friends of the Library Update for information.”

Board member D. McDowell presented updates from the previous Friends of the Library meeting.

Moved by: D. McDowell Seconded by: D Sheeler Result: Carried.

- 10 Policy Review and Approvals—None
- 11 Board Committees—No Updates
- 12 Closed Session—None
- 13 Next Meeting—Monday, June 19, 2023 @ 7pm.
- 14 Upcoming Events
- 15 Adjournment





Motion:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:12pm.”

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



Licinio Miguelo, Board Chair



Matthew Corbett, Board Secretary

