



BWG Public Library Board – Regular Meeting Agenda

Meeting date	Monday, September 16, 2024 @ 7 pm
Location	Board Room
Meeting #	2024-09
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Joseph Giordano Ferguson Mobbs Diana Sheeler
	Nina Cunniff, Acting CEO Destiny Rosebrugh, Recording Secretary
Regrets/Absent	

1 Land Acknowledgement

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land.

We acknowledge that we are situated on the traditional land of the Anishinaabe and the Huron-Wendat peoples. The Anishinaabe include the Ojibwe, Odawa and Potawatomi nations, collectively known as the Three Fires Confederacy. We also acknowledge that Bradford West Gwillimbury is covered by Treaty 18.

We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at

3 Confirmation and Adoption of Agenda

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, September 16, 2024, agenda.”

Moved by:

Seconded by:

Result:

4 Declaration of Conflict of Interest

5 Confirmation of Consent Agenda



- 5.1 Regular Meeting Minutes of August 19, 2024, Meeting
- 5.2 Closed Meeting Minutes of August 19, 2024, Meeting
- 5.3 Acting CEO - Staffing Status Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda items 5.1 to 5.2 inclusive”

Moved by: Secoded by: Result:

6 Finance Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Finance Report”

Moved by: Secoded by: Result:

7 Correspondence – None

8 Board Training – None

9 New Business – None

10 Policy Review and Approvals – None

11 Board Committees – None

12 Next Meeting – Monday, October 21, 2024 @ 7pm

13 Upcoming Events

14 Closed Session

Recommendation:

“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, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at _____ PM.

Moved By: Secoded By: Result:

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board move out of 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, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at _____PM.

Moved By: Secoded By: Result:



15 Adjournment

Recommendation:

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

Moved by:

Seconded by:

Result:





BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, August 19, 2024 @7:00pm
Location	Boardroom
Meeting #	2024-08
Members	CHAIR: Licinio Miguelo OLS TRUSTEE: Jen Turner FOL Liaison: Joseph Giordano (Phone) Diana Sheeler
	Nina Cunniff, Acting CEO Elizabeth Campbell, Manager of Community Engagement Destiny Rosebrugh, Recording Secretary
Regrets/Absent	VICE CHAIR: Cheraldean Duhaney Ferguson Mobbs

1 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, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at 5:36 PM.

Moved By: F. Mobbs Seconded By: J. Turner Result: Carried

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board move out of 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, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at 7:04 PM.”

Moved By: D. Sheeler Seconded By: J. Turner Result: Carried

F. Mobbs left closed session, could not attend the open meeting

J. Giordano in attendance via phone.



2 Land Acknowledgement

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land.

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We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

3 Call to Order

The Presiding Chair calls the meeting to order at 7:11PM.

4 Confirmation and Adoption of Agenda

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, August 19, 2024, agenda, AS AMENDED”

Moved by: J. Turner

Seconded by: D. Sheeler

Result: Carried

Agenda Amended to have Library Fees Bylaw 2025-2026 moved up to first item of discussion. All other agenda items to be deferred.

5 Declaration of Conflict of Interest

6 Special Presentations/Welcome Guest — Zak Rochon, Metrics@Work.com. Guest attending through Zoom.

7:10PM - Presentation deferred to next meeting. Staff notified Zak Rochon of the schedule change.





7 Library Fees Bylaw 2025-2026

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board approve the fees schedule for 2025-2026; AND THAT The Bradford West Gwillimbury Public Library Board direct staff to include the fees bylaw into the 2025-2026 budget documents for the municipal budget deliberations.”

Moved by: J. Turner

Seconded by: D. Sheeler

Result: Carried

Staff provided updates and changes on fees schedule for the 2025 – 2026 year.

Staff fielded questions from the Board.

8 Confirmation of Consent Agenda

8.1 Regular Meeting Minutes of May 27, 2024, Meeting

8.2 Closed Meeting Minutes of May 27, 2024, Meeting

8.3 Special Closed Meeting Minutes of June 13, 2024, Meeting

8.4 Community Engagement Report

8.5 Cultural Services Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda items 8.1 to 8.5 inclusive”

Moved by: D. Sheeler

Seconded by: J. Turner

Result: Carried

9 Correspondence—None

10 Board Training—None

11 Policy Review and Approvals — None

12 Board Committees — None

13 Next Meeting — Monday, September 16, 2024 @ 7pm

14 Upcoming Events





15 Adjournment

Recommendation:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 7:17pm.”

Moved by: D. Sheeler

Seconded by: J. Turner

Result: Carried

Licinio Miguelo, Board Chair

Nina Cunniff, Acting CEO





To: Library Board
Prepared by: Nina Cunniff, Acting CEO
Date: September 14, 2024
Subject: **Brief Staffing Status Report – September 2024**

Purpose

The purpose of this report is to provide a brief overview of the last few months’ progress in replenishing staff.

Report

Position	Status	New Staff Name
Administrative Coordinator	Going on maternity leave, advertising externally	
Communications & Marketing Coordinator	Starting October 9	Stephanie Gillard
Community Engagement Facilitator	Advertising internally	
Community Engagement Facilitator	Going on maternity leave, advertising internally	
Custodian (30 hrs/week)	Open	
Custodian (15 hrs/week)	Open	
Emerging Technologies Specialist	Advertising externally	
Manager of Cultural Services	Currently interviewing	
Manager of Public Services	Starting September 18	Christine Kalan Tidman
Program Development Coordinator	Filled	Kathryn Stark

In the last few months, we have had 10 positions open, which has put some strain on staff to maintain service levels, while also managing an intense hiring process. We have had to cancel or postpone some events, close the Creative Lab, postpone some annual vacation, hire contracted staff, and schedule some closed library hours – although much less than initially anticipated.

Fortunately, we are in the process of hiring new staff and have 3 excellent new staff who have either started or will start in the next few weeks, plus an experienced staff member on temporary contract. Furthermore, we have some promising applications for the Manager of Cultural Services.



Our two full-time Community Engagement Facilitator positions are being advertised internally as required by the collective agreement. If they are then filled internally, that will mean further openings which may be filled internally or externally.

We have two staff who are going on maternity leave in October/November and we are planning to have their positions filled before the staff leave to ensure a smooth transition.

Summary

Barring unforeseen circumstances, most of the positions should be filled and the staff in training by mid-November 2024.

Actual vs Budget Year To Date by Department:

Department: 5000 - Library

Reporting Period: January, 2024 To September, 2024 (9 Months)

Fund: - 05 - Library; Department: 5000 - Library; Object: All; Activity: All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
Cost Recovered	15,000	17,554	2,554	17.02 %
0170-Cost Recovered	15,000	17,554	2,554	17.02 %
Fines	0	0	0	0.00 %
0130-Fines	0	0	0	0.00 %
Grants	27,332	17,089	(10,243)	-37.48 %
0210-Ontario conditional grants	27,332	9,067	(18,265)	-66.83 %
0230-Canada conditional grants	0	8,022	8,022	100.00 %
Other revenues	0	3	3	100.00 %
0160-Donations	0	3	3	100.00 %
Transfer from reserves	18,000	0	(18,000)	-100.00 %
0923-Transfer from Municipal Services DCA R. F.	18,000	0	(18,000)	-100.00 %
User fees	19,000	10,186	(8,814)	-46.39 %
0110-Rent, concessions	19,000	10,189	(8,811)	-46.37 %
0182-Registration	0	0	0	0.00 %
0191-Sales	0	(3)	(3)	-100.00 %
Total Revenue	79,332	44,831	(34,501)	-43.49 %
Expense:				
Advertising & Promotions	6,000	186	(5,814)	-96.90 %
3045-Advertising & promotions	6,000	186	(5,814)	-96.90 %
Bank/Processing Fees	700	491	(209)	-29.81 %
4010-Finance/Bank Charges	700	491	(209)	-29.81 %
Communications	6,620	6,843	223	3.36 %
3030-Telephone & Communication	6,620	6,843	223	3.36 %
Contractual Services	124,000	100,625	(23,375)	-18.85 %
3300-Contracted services	110,000	95,199	(14,801)	-13.46 %
3302-Janitorial cont. services	0	350	350	100.00 %
3335-Software annual maintenance	11,500	5,076	(6,424)	-55.86 %
3340-Winter Maintenance	2,500	0	(2,500)	-100.00 %
Insurance	70,561	66,304	(4,257)	-6.03 %
3055-Insurance Premiums	70,561	66,304	(4,257)	-6.03 %
Material & Supplies	426,162	224,201	(201,961)	-47.39 %
3000-Materials & supplies	28,000	7,790	(20,210)	-72.18 %

Actual vs Budget Year To Date by Department:

Department: 5000 - Library

Reporting Period: January, 2024 To September, 2024 (9 Months)

Fund: - 05 - Library; Department: 5000 - Library; Object: All; Activity: All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
3002-Cleaning Supplies	15,000	4,102	(10,898)	-72.65 %
3005-Office Supplies	6,000	4,233	(1,767)	-29.45 %
3006-Program Supplies	21,000	12,354	(8,646)	-41.17 %
3040-Public Relations	3,000	2,387	(613)	-20.43 %
3110-Library Books	353,162	193,335	(159,827)	-45.26 %
Mileage, Conference & Training	25,000	21,445	(3,555)	-14.22 %
3010-Professional Development	17,100	6,595	(10,505)	-61.43 %
3015-Membership	6,250	13,103	6,853	109.65 %
3020-Mileage, Meals and Travel Expenses	1,650	1,747	97	5.86 %
Postage & Courier	6,000	4,194	(1,806)	-30.10 %
3035-Postage & Courier	6,000	4,194	(1,806)	-30.10 %
Professional Services	25,470	51,391	25,921	101.77 %
3305-Consulting Fees	5,000	6,298	1,298	25.95 %
3310-Auditing	5,470	212	(5,258)	-96.12 %
3320-Legal Fees	15,000	44,881	29,881	199.21 %
Repairs & Maintenance	28,000	12,229	(15,771)	-56.32 %
3100-Repairs & Maintenance	13,000	3,170	(9,830)	-75.62 %
3101-Computer hardware maintenance	15,000	9,059	(5,941)	-39.61 %
Salaries & Benefits	2,355,221	1,396,756	(958,465)	-40.70 %
1000-Full-time wages	1,285,569	645,191	(640,377)	-49.81 %
1005-Part-time wages	627,939	490,878	(137,061)	-21.83 %
1015-Sick time	4,000	0	(4,000)	-100.00 %
1020-Vacation	29,853	37	(29,817)	-99.88 %
1030-Benefits	407,860	260,650	(147,210)	-36.09 %
Subscriptions	0	0	0	0.00 %
3050-Subscription & publications	0	0	0	0.00 %
Utilities	72,400	40,026	(32,374)	-44.72 %
3085-Hydro	54,000	21,558	(32,442)	-60.08 %
3090-Heating	14,000	14,868	868	6.20 %
3095-Water/Sewer	4,400	3,600	(800)	-18.19 %
Total Expense	3,146,134	1,924,691	(1,221,443)	-38.82 %
Net Total	(3,066,802)	(1,879,860)	1,186,942	38.70 %