



Date: Monday, October 20, 2025  
Location: Board Room  
Number: 2025-09  
Members: Chair: Licinio Miguelo Vice Chair: Cheraldean Duhaney  
OLS Trustee: Jen Turner FOL Liaison: Joseph Giordano  
Ferguson Mobbs Diana Sheeler  
Staff: CEO: Nina Cunniff Recording Secretary: Nadia Usman  
Regrets:

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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.*

*L. Miguelo read the land acknowledgement.*

2. Call to Order

The presiding Chair calls the meeting to order at 6:30 pm.

3. Confirmation and Adoption of Agenda

Motion:

"That the BWGPL Board receive and adopt the October 20, 2025, agenda."

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

4. Declaration of Conflict of Interest

5. Special Presentation/Welcome Guests

6. Closed Session

Motion:

“That the BWGPL Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at 6:31 pm.”

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

Staff left the meeting at 6:32 pm.

Staff re-entered the meeting at 6:53 pm.

Motion:

“That the BWGPL Board rise from a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at 6:53 pm.”

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

7. Confirmation of Consent Agenda

7.1. Regular meeting minutes of September 15, 2025

7.2. Closed meeting minutes of September 15, 2025

7.3. Management Monthly Report

Motion:

“That the BWGPL Board receive and adopt the Consent Agenda items 7.1 to 7.3 inclusive.”

Moved by: F. Mobbs                      Seconded by: J. Giordano                      Result: Carried

The library is making progress on staffing. The new Deputy CEO starts on October 27<sup>th</sup> and the Manager of Community Engagement has officially started.

The CEO gave an overview of the capital budget spent so far. The library staff are trying to optimize programs, evaluating low-attendance events, working on improving collaboration and gathering feedback for future improvements.

8. Finance Report

Motion:

“That the BWGPL Board receive the Finance Report for September 2025.”

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

The library is currently under budget overall, despite some areas being over budget. The Board wanted clarity on the vacation line in the report. The CEO will confirm specifics.

9. 2026 Schedule

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the 2026 schedule.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

The library's holiday closures are similar to last year, with an evening closed on Friday for a staff appreciation event in January. The library will remain open for most town events, including the Town's year-end 2-hour lunch, with flexible staffing arrangements.

10. Memorandum of Understanding with the Town (MOU)

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the MOU for review only.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

The Board received and did not approve the MOU due to the last-minute updates.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board retain legal counsel to review the MOU.”

Moved by: L. Miguelo

Seconded by: J. Turner

Result: Carried

The board wants a third-party lawyer to review the MOU and provide an opinion, not for litigation purposes. The 36-page document needs professional review to ensure compliance with the Library Act and protect the library's interests.

11. Motion Regarding Library Reserve Fund Investing (Board Meeting August 15, 2025)  
Discussion of status and next steps.

12. Committees

- 12.1. Friends of the Library  
November 3, 6:30pm Early Literacy Stations launch
- 12.2. Policy Committee
- 12.3. Personnel Committee

Launch of the Early Literacy Stations on November 3<sup>rd</sup>.

13. Correspondence

14. Board Training

6+1 Workshop on October 25<sup>th</sup>

15. New Business

16. Next Regular Meeting

Monday, November 17, 2025, at 7pm

A special meeting might be scheduled beforehand if the legal opinion is received.

17. Upcoming Events

Town Council, October 21, 7pm

Saturday, October 25 N6+1 Library Board Workshop

November 3, 6:30pm Early Literacy Stations launch

18. Adjournment

Motion:

"That this regular meeting of the BWGPL Board adjourns at 7:42 pm."

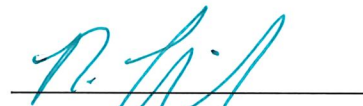
Moved by: J. Turner

Seconded by: C. Duhaney

Result: Carried



Licinio Miguelo, Board Chair



Nina Cunniff, CEO