



BWG Public Library Board – Regular Meeting Agenda

Meeting date	Monday, April 25, 2022@ 7:00 pm
Location	Virtual Zoom meeting
Meeting #	2022-04-April
Members	VICE CHAIR: Councillor Scott Natalie Petra Elve Sepa Councillor Sandhu
	Matthew Corbett, CEO Samantha Foster, Recording Secretary Nina Cunniff, Deputy CEO Andrea Ciurria, Borrower & Technical Services Manager Elizabeth Campbell, Information Services Librarian FOL Liaison: Noora Akhavan
Regrets	Councillor Contois CHAIR: Jennifer Harrison SOLS TRUSTEE: Ericka Brosseau (Maternity leave – doesn't count towards quorum).
Absent	N/A

1 Call to Order

The Presiding Chair calls the meeting to order at 7:00pm,

2 Confirmation and Adoption of Agenda

The Vice Chair announced that there would be a new Item 5 added to the agenda “Simcoe County Library Cooperative Review Update.”

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, April 25, 2022, amended agenda.”

Noora joined at 7:01pm.

Moved by: Councillor Sandhu Seconded by: Natalie Petra Result: Carried.

3 Closed Session – None

4 Special Guest Speakers – Sue Bragg, Accountant, BakerTilly, and Nathalie Carrier, Deputy Treasurer





The Vice Chair thanked Sue Bragg and Nathalie Carrier for coming to the meeting. The meeting proceeded to Item 8.1 “Library 2021 Audit,” and invited the group to address questions to Sue and Nathalie, if they had any.

5 Simcoe County Library Cooperative Review Update

The CEO provided the Board with updates surrounding the Simcoe County Library Cooperative Service Review. Staff provided the Board with information that By-law 2242 would be rescinded when appropriate, which is the By-law creating the County Cooperative, and that recommendation would be in front of County Council the next day. Staff shared potential implications that dissolving the cooperative could have on the Bradford West Gwillimbury Public Library.

6 Declaration of Conflict of Interest—None

7 Confirmation of Consent Agenda

7.1 Regular Meeting Minutes of Monday, March 14th, 2022

Natalie Petra flagged that she should have been marked as “Regrets” not “Absent” for the previous Board Meeting. The CEO assured her that he would make the correction in the final version of the minutes.

7.2 Management Report

7.3 Circulation/Information Services Statistics

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the Consent Agenda items 7.1-7.3 inclusive as amended.”

Moved by: Natalie Petra Seconded by: Noora Akhavan Result: Carried.

8 Financial Report

8.1 Library 2021 Audit

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the 2021 Library Audit as printed.”

Moved by: Natalie Petra Seconded by: Councillor Sandhu Result: Carried.

Sue Bragg confirmed that she would send off the report for signatures tonight, now that it had been approved, and then will distribute final copies to the Staff.





8.2 Monthly Financial Report

Motion:

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

Moved by: Natalie Petra Seconded by: Councillor Sandhu Result: Carried.

9 Correspondence—None

10 Board Training— None

11 New Business

11.1 2022-04-01 Warming Centre Report

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2022-04-01 Warming Centre Report for information.”

Moved by: Noora Akhavan Seconded by: Natalie Petra Result: Carried.

11.2 2022-04-02 Creative Centre Fees Report

Library Staff fielded questions from the board regarding the fee structure, implementation, logistics, timeline, and equity surrounding the future opening and operation of the Creative Centre.

Board and Staff agreed a transition model of free-for-use and pay-for-use was necessary to support the community.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-04-02 Creative Centre Fees Report for information;

AND THAT staff modify the report to provide for free usage the first three times a user utilizes each individual service;

AND THAT The Bradford West Gwillimbury Public Library Board approve a pilot for free creation centre services until the end of 2022 and report back to the board following the conclusion of the pilot.”





Moved by: Natalie Petra Seconded by: Councillor Sandhu Result: Carried.

11.3 2022-04-03 Board Legacy Document

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-04-03 Legacy Document for information”

Moved by: Councillor Sandhu Seconded by: Noora Akhavan Result:

Staff presented the Legacy document to the Board. Staff fielded questions, and the Board provided recommended changes to the document.

Staff informed the Board the document would be brought back prior to the end of term.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-04-03 Board Legacy Document for information;

AND THAT staff report back with the requested changes.”

Moved by: Noora Akhavan Seconded by: Natalie Petra Result: Carried.

12 Policy Committee

12.1 Library Policy Review

Motion:

“THAT the Bradford West Gwillimbury Public Library Board approve Board Code of Conduct, as recommended by the Policy Committee.”

Moved by: Natalie Petra Seconded by: Councillor Sandhu Result:

The Library Board reviewed and discussed the Board Code of Conduct policy draft, that had been updated with changes discussed at the previous board meeting. An amendment was made to 3.5 b and 3.6 d.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board approve Board Code of Conduct, as ammended by the Policy Committee.”

Moved by: Natalie Petra Seconded by: Noora Akhavan Result: Carried.





The CEO asked that the Board Members come into the Library and sign a hard copy original of this policy, when they are able.

13 Next Meeting—Monday, May 16th, 2022 @ 7:00pm.

Councillor Scott & Noora Akhavan provided regrets for the upcoming meeting.

14 Adjournment

Motion:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:06 pm.”

Moved by: Councillor Sandhu Seconded by: Noora Akhavan Result: Carried.

Jennifer Harrison—Board Chair

Matthew Corbett—Recording Secretary



