



BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, February 28, 2022@ 7:00 pm
Location	Virtual Zoom meeting
Meeting #	2022-02-February
Members	<b>CHAIR:</b> Jennifer Harrison <b>VICE CHAIR:</b> Councillor Scott <b>SOLS TRUSTEE:</b> Ericka Brosseau              Councillor Contois 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
Regrets Absent	FOL Liaison: Noora Akhavan

1 Call to Order

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

2 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, February 28, 2022, agenda.”

Moved by: Councillor Scott                      Seconded by: Ericka Brosseau                      Result: Carried.

3 Special Guest Speakers – None

4 Declaration of Conflict of Interest– None

5 Confirmation of Consent Agenda

- 5.1 Regular Meeting Minutes of Monday, January 17<sup>th</sup>, 2022
- 5.2 Management Report

Elve flagged that the Management Report listed the Board Meeting as January 17<sup>th</sup> instead of February 28<sup>th</sup>. Staff confirmed that this would be corrected.





5.3 Circulation/Information Services Statistics

5.4 Staff OLA Presentation

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the Consent Agenda items 5.1-5.4 inclusive as printed.”

Moved by: Councillor Sandhu

Seconded by: Natalie Petra

Result: Carried.

**6 Financial Report**

Councillor Sandhu brought attention to the Public Relations budget line, and inquired as to why this was already at 50%. Staff explained that this was a 2021 expense, and that they will check with the Finance to determine why this was placed in the 2022 budget, and will update the board on the response.

**Motion:**

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

Moved by: Councillor Sandhu

Seconded by: Councillor Contois

Result: Carried.

**7 Correspondence – None**

**8 Board Training – None**

**9 New Business**

**9.1 2022-02-01 Operational Report**

Staff presented the Library Board with the re-opening plan, described in this report. Staff discussed the implementation plan, highlighting elements of the plan and how it would be communicated to Staff and the community. Staff fielded questions from the Board.

The Board expressed a strong desire to see the Library move into a recovery from Covid-19, transitioning to pre-pandemic levels as soon as possible. A consensus was reached that the re-opening plan presented in the Operational Report was acceptable as a worst-case scenario, and that the Library should accelerate the timeline if possible.





**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-02-01 Operational Report for information.”

Moved by: Natalie Petra

Seconded by: Elve Sepa

Result: Carried.

**9.2 2022-02-02 Library Hours of Operation Report**

Staff presented the Library Board with a third option following the request from the 2022-01-04 Operating Hours Report at the January Board meeting. After Board member discussion, Councillor Scott proposed the following hours: Monday-Friday, 9:30am to 8pm; Saturday, 10am to 5pm; Sunday, 1pm to 5pm. This proposition received support from the other Board Members as it included open hours 7 days a week, had more consistency from day to day, and would respond to the public’s desire for operations to return to a more “normal,” pre-pandemic model.

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-02-02 Library Hours of Operation Report for information;

AND THAT the Bradford West Gwillimbury Public Library Board authorize and direct staff to implement the option presented at the meeting (Monday-Friday 9:30am-8pm, Saturday 10am-5pm, Sunday 1-5pm), effective March 15, 2022.”

Moved by: Councillor Scott

Seconded by: Councillor Sandhu

Result: Carried.

**9.3 2022-02-03 Anticipated Board Reports**

Staff presented to the Library Board upcoming reports for 2022.

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive the 2022-02-03 Anticipated Board Reports for information.”

Moved by: Elve Sepa

Seconded by: Natalie Petra

Result: Carried.

**10 Policy Committee**

**10.1 Fitness for Duty**

Staff explained that this is a document that had been followed and in place for years, but that it had never been formally adopted by the Board.





**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board adopts the Town’s HR policy HR-07-008 Fitness for Duty recognizing that where the policy refers to the Town’s C.A.O. or the Human Resources Department the Library Board delegates to the Chief Executive Officer of the Library as the authorized person.”

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

**10.2 Repealed Policies**

Staff explained that the documents presented had previously been included in the Board Policy Binder, and had been recognized as policies, but that they are procedural documents, and that they do not need to be recognized by the Board (according to best practice).

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board repeal Key Control and Security, the Mission and Vision, and Strategic Plan documents from Library Board official policies.”

Moved by: Councillor Scott      Seconded by: Ericka Brosseau      Result: Carried.


**11 Next Meeting—Monday, March 14<sup>th</sup>, 2022 @ 7:00pm.**

**12 Adjournment**

**Motion:**

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 7:54pm.”

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

  
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Jennifer Harrison—Board Chair

  
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Matthew Corbett—Recording Secretary

