



BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, June 20, 2022@ 6:00 pm
Location	Virtual Zoom meeting
Meeting #	2022-05-May
Members	CHAIR: Jennifer Harrison VICE CHAIR: Councillor Scott SOLS TRUSTEE: Ericka Brosseau Natalie Petra Elve Sepa Councillor Contois 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	FOL Liaison: Noora Akhavan
Absent	N/A

1 Call to Order

The Presiding Chair calls the meeting to order at 6:05pm.

2 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, June 20, 2022, agenda.”

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

3 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)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the board.”

Moved by: Councillor Sandhu Seconded by: Councillor Scott Result: Carried.

3.1 Legal Update





Motion:

“THAT the Bradford West Gwillimbury Public Library Board move out of a session that is closed to the public at 6:59 pm.”

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

Motion

“THAT the Bradford West Gwillimbury Public Library Board direct the Chair to liaise with Simcoe County to clarify that the County's investigation of the apparent inadvertent publication of a report by County staff about the County's cuts to library services should only apply to County employees, not employees of library boards.”

Moved by: Councillor Scott Seconded by: Councillor Sandhu Result: Carried.

4 Special Guest Speakers – None.

5 Declaration of Conflict of Interest – None.

6 Confirmation of Consent Agenda

6.1 Regular Meeting Minutes of Monday, April 25th, 2022

6.2 Management Report

6.3 Information/Borrower Services Report

6.4 Friends of the Library Minutes

Motion

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the Consent Agenda items 6.1-6.4 inclusive.”

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

7 Financial Report

7.1 Monthly Financial Report

Motion:

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

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





8 Correspondence—Office of the Warden and CAO, Simcoe County, Letter to Boards RE Establishment of ILS

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report Correspondence—Office of the Warden and CAO, Simcoe County, Letter to Boards RE Establishment of ILS for information.”

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

9 Board Training— None

10 New Business

10.1 2022-06-01 Insurance Report

The CEO outlined the current gaps in the Library’s insurance regarding meeting and event space rentals. He fielded questions from the Board regarding information that the Town’s Procurement department had given him regarding this, and the logistics surrounding the recommended practice. He also highlighted the positive aspects of this, that it would standardize the Library’s insurance practices with the room bookings conducted by the Town, would cover gaps for the Library legally, and would help to remove barriers for potential renters from the community.

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2022-05-01 Insurance Report for information;

AND THAT The Bradford West Gwillimbury Public Library adopt the fee structure outlined in report 2022-05-01 Insurance Report.”

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

10.2 2022-06-02 Annual Survey Report

Staff fielded questions from the Board on the Annual Survey.

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2022-05-02 Annual Survey Report for information.”

Moved by: Councillor Sandhu Seconded by: Councillor Scott Result: Carried.





10.3 2022-06-03 Simcoe County Review

The CEO explained that this item is a direct link to the correspondence from Item 8, and flagged that the County has given the library a deadline of July 10th being the day by which the Library will need to send a formal response as to if they will be a part of the County's re-imagined ILS system. He also flagged that it is currently unknown if the Library would have access to e-resources (due to the platform the County has chosen), and what the financial impact would be. He also shared that him and the Deputy CEO have been diversifying the e-book audiobook collection, and have been moving materials into Cloud Library (since it's currently unclear how long the Library will continue to have access to Overdrive). Discussion then ensued, and it was noted that this topic will go to Council, as it will affect the funding that the Library requires. The consensus among board members was that they did not have enough information to make an informed decision as to whether to join the County's reimagined system or not.

Motion:

"THAT The Bradford West Gwillimbury Public Library Board defers consideration of Simcoe County's downloading of library services until Simcoe County representatives come before the Board to present their plan and answer questions, and the Chair writes to the County to make this request."

Moved by: Councillor Scott Seconded by: Councillor Contois Result: Carried.

10.4 2022-06-04 CEO Personnel Committee

Motion:

"THAT the Bradford West Gwillimbury Public Library Board appoint Councillor Scott, Councillor Contois, Natalie Petra, and Chair Jennifer Harrison to the CEO Personnel Committee and conduct the annual performance appraisal;

AND THAT the Bradford West Gwillimbury Public Library Board authorize the Personnel Committee to submit the appropriate documents to the Human Resources Department along with the results of the appraisal."

Moved by: Councillor Contois Seconded by: Councillor Sandhu Result: Carried.

10.5 2022-06-05 Legacy Document

Staff fielded questions on the Legacy Document. The Board acknowledged the importance of this document for future Board members.

Motion:





“THAT The Bradford West Gwillimbury Public Library Board receive and endorse the report 2022-06-06 Legacy Document for information;

AND THAT the Bradford West Gwillimbury Public Library Board direct Staff to include the Legacy Document in the Board transition documents for the succeeding Library Board.”

Moved by: Elve Sepa Seconded by: Councillor Scott Result: Carried.

11 Policy Committee

11.1 Membership and Borrowing Policy

11.2 Right to Disconnect Policy

Motion:

“THAT The Bradford West Gwillimbury Public Library Board officially receive and approve the Membership and Borrowing Policy;

AND THAT The Bradford West Gwillimbury Public Library Board rescind Circ-01 Circulation and Circ-02 Reciprocal Borrowing;

AND THAT The Bradford West Gwillimbury Public Library Board officially receive and approve the Right to Disconnect Policy.”

Moved by: Councillor Scott Seconded by: Councillor Contois Result: Carried.

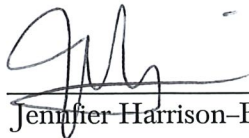
12 Next Meeting—Monday, September 19th, 2022 @ 7:00pm.

13 Adjournment

Motion:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 7:32 pm.”

Moved by: Elve Sepa Seconded by: Councillor Sandhu Result: Carried.



Jennifer Harrison—Board Chair



Matthew Corbett—Recording Secretary



