



BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, September 19, 2022@ 7:00 pm
Location	Zima Room
Meeting #	2022-09-September
Members	CHAIR: Jennifer Harrison VICE CHAIR: Councillor Scott SOLS TRUSTEE: Ericka Brosseau FOL Liaison: Noora Akhavan Natalie Petra Elve Sepa Councillor Contois Councillor Sandhu
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO Andrea Ciurria, Borrower & Technical Services Manager
Regrets Absent	Elizabeth Campbell, Information Services Librarian

1 Call to Order

The Presiding Chair calls the meeting to order at 7:03pm

2 Confirmation and Adoption of Agenda

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, September 19, 2022, agenda.”

Moved by:

Seconded by:

Result:

3 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)(b) personal matters about an identifiable individual at 7:05 pm.”

3.1 Minutes of June 20, 2022

3.2 CEO Performance Appraisal

Recommendation arising from the closed session–None

4 Special Guest Speakers – none.





- 5 Declaration of Conflict of Interest— none
- 6 Confirmation of Consent Agenda
 - 6.1 Regular Meeting Minutes of Monday, June 20th, 2022
 - 6.2 Management Report
 - 6.3 Information/Borrower Services Report
 - 6.4 Cultural Services Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 6.1 to 6.4 inclusive as amended.”

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

- 7 Financial Report
 - 7.1 Monthly Financial Report

Recommendation:

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

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

- 8 Correspondence—None
- 9 Board Training— None
- 10 New Business

- 10.1 2022-09-01 Policy Committee Report

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2022-09-01 Policy Committee Report for information;
AND THAT the Bradford West Gwillimbury Public Library Board provide delegated authority to the CEO to modify, change, and implement all Library HR policies.”

Staff presented the report outlining the recommendations arising from the Policy Committee’s meeting. Staff fielded questions regarding delegated authority, HR policies and best practices, and common practices implemented by the Town of Bradford West Gwillimbury’s HR department. Staff were directed to bring all policy changes to the proceeding Board meeting to update the Board.





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

10.2 2022-09-02 Simcoe County Update

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2022-09-02 Simcoe County Update for information;

AND THAT the Board directs the CEO, in consultation with the town CAO, to reiterate with County staff that the Board has not received any meaningful response to its request for a per capita funding transfer of Bradford West Gwillimbury’s share of the ISL budget. The Board reiterates that such an arrangement is its preferred resolution in response to the County’s significant cuts to library services and inability to provide meaningful answers about the scope of their new ISL, and requests whomever has discretion to approve or reject this request at Simcoe County does so expeditiously.”

Staff presented an updated report on the results of the Simcoe County Cooperative dissolution. Staff informed the Board that the Chair and Vice Chair met with County administration to discuss implications of the decision, as well as request further information on impacts to the Bradford community. Staff further provided information on how the Library is navigating and making internal changes to mitigate changes the community may experience.

Staff fielded questions from the Board.

The Board requested an update on the per capita funding transfer request. Staff informed the Board of no update to this request.

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

10.3 2022-09-03 2023 Library Budget

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2023 Draft Budget for Information;

AND THAT the Bradford West Gwillimbury Public Library Board direct the CEO to submit the 2023 Library Board budget to the Finance Department for deliberations.”





Staff presented the Finance Committee's recommendations for the Library budget. Staff discussed the challenges with the budget (inflation, County service implications, service level challenges, and uncontrollables).

Staff fielded questions from the Board regarding Collective Agreement challenges, staffing challenges, and uncontrollable/inflation challenges.

Staff were directed to prepare discussion points for the 2023 deliberations and provide Finance with the draft budget.

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

10.4 2022-09-04 Reciprocal Agreement–Innisfil

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive and approve the amended agreement for the reciprocal membership between Innisfil Public Library and the Bradford West Gwillimbury Public Library and Cultural Centre”

Staff outlined minor changes to the agreement that was developed between Innisfil and Bradford. Staff fielded questions from the Board regarding membership clauses.

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

11 Policy Committee

- 11.1 Accessibility Policy
- 11.2 Social Media Policy
- 11.3 Volunteer Policy
- 11.4 Privacy and Confidentiality Policy
- 11.5 Displays and Community Information Policy

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive and approve policies 11.1 to 11.5 inclusive as amended recommended by the Policy Committee of the Board as amended.”

Board requested wording changes to Displays and Community Information Policy regarding display case clause.

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

12 Next Meeting–Monday, November 21, 2022 @ 7:00pm.






The Library Board agreed to have an October meeting at the discretion of the Library Board Chair and CEO, and confirmed November 21st, 2022 and the last meeting of the year.

13 Adjournment

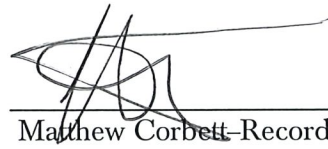
Recommendation:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 9:13 pm.”

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



Jennifer Harrison-Board Chair



Matthew Corbett-Recording Secretary



