



**Minutes of the Bradford West Gwillimbury  
 Public Library Board**

<b>Meeting date</b>	Monday, April 20, 2020 @ 7:00 pm
<b>Location</b>	Virtual Zoom Meeting
<b>Meeting #</b>	2020-04, April
<b>Members</b>	<b>CHAIR:</b> Jennifer Harrison <b>VICE CHAIR:</b> Jonathan Scott <b>SOLS TRUSTEE:</b> Ericka Brosseau    Natalie Petra      Councillor Contois <b>FOL Liaison:</b> Noora Akhavan      Elve Sepa      Councillor Sandhu
	Matthew Corbett, CEO      Luisa Pinto, Recording Secretary Nina Cunniff, Deputy CEO Elizabeth Campbell, Information Services Librarian Andre Ciurria, Borrower & Technical Services Manager
<b>Regrets Absent</b>	

**1. Call to Order**

The Presiding Chair calls the meeting to order at 7:04pm

**2. Confirmation and Adoption of Agenda**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, April 20, 2020 agenda as amended.”

**MOVED:** Councillor Marc Contois

**SECONDED:** Councillor Raj Sandhu

**RESULT: Carried.**

**3. Declaration of Conflict of Interest: None.**

**4. Welcome and/or Special Presentations**

Sue Bragg, Baker Tilley Accountants, and Nathalie Carrier, Deputy Treasurer, Town of Bradford West Gwillimbury. Discussions regarding 2019 Draft Financial Statements as of December 31, 2019.

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive and accept the 2019 Draft Financial Statements as of December 31, 2019, of the Bradford West Gwillimbury Public Library.”

**MOVED:** Ericka Brosseau





**SECONDED:** Councillor Marc Contois

**RESULT: Carried.**

**5. Consent Agenda**

5.1 Minutes of the previous Board Meeting of Monday 24FEB20 and, Friday 13MAR20

5.2 Management Report

5.3 Statistics

5.4 Friends of the Library Minutes

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board adopt the Consent Agenda 5.1-5.4 inclusive, with the addition of minutes of the In Camera Board Meeting of Monday 30MAR20.”

**MOVED:** Councillor Raj Sandhu

**SECONDED:** Noora Akhavan

**RESULT: Carried.**

**6. Financial Reports**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive the financial report.”

**MOVED:** Councillor Marc Contois

**SECONDED:** Noora Akhavan

**RESULT: Carried.**

**7. Correspondence**

7.1 Letter/Package to MPP Caroline Mulroney

7.2 FOPL News Release re: Development Charges

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive correspondence 7.1 and 7.2 inclusive.”

**MOVED:** Councillor Raj Sandhu

**SECONDED:** Jonathan Scott

**RESULT: Carried.**

**8. New Business**

8.1.1 2020-04-1 Library Board CEO Evaluation Report

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive this report as information”, AND “That the Bradford West Gwillimbury Public Library Board strike up a Personnel Committee of the Board consisting of the Board Chair and two Board members to conduct the CEO Performance appraisal to be brought to the Board in closed session at the June Board meeting.

**MOVED:** Jonathan Scott

**SECONDED:** Councillor Marc Contois

**RESULT: Carried.**

**Recommendation:**

8.1.2 “That the Bradford West Gwillimbury Public Library Board strike up a board evaluation





committee consisting of the Board Chair and two board members, Ericka Brosseau and Natalie Petra, along with the CEO to review the Board Evaluation's next step which will be presented at a future 'in person' meeting at the discretion of the Board Chair."

**MOVED:** Councillor Raj Sandhu

**SECONDED:** Jonathan Scott

**RESULT: Carried.**

**9. Policies**

- 9.1.1 BL2020-01 Authority and Powers of the Board
- 9.1.2 BL2020-02 Composition and Terms of Reference of the Board
- 9.1.3 BL2020-03 Meetings of the Board

**9.2 PROG-01 General Programming Policy**

**Recommendation:**

"That the Bradford West Gwillimbury Public Library Board approve and adopt the By-Law Polices, BL2020-01 as printed; BL2020-02 as amended, and BL2020-03 as printed; AND That the Bradford West Gwillimbury Public Library Board approve and adopt the Programming Policy PR)G-01, Programming Policy as printed."

**MOVED:** Jonathan Scott

**SECONDED:** Councillor Marc Contois

**RESULT: Carried.**

**10. Round Table Discussions**

**10.1 Corona Virus Update, COVID-19**

The Board discussed a 4-stage approach to re-opening the Library. Discussions on what safety measures will be taken to ensure the safety of the staff and public. The Library Board directed staff to develop a plan for opening the Library.

**10.2 Zoom Meeting Board Contents**

It was suggested by the Board to limit the content of the on-line board meetings to discuss only necessities and leave any other matters to future in-person meetings.

**11. Promotional Materials**

**11.1 Promotional Materials**

**11.1.1 'BWG Library Picks of the Week'**

**12. Next Meeting – Monday 25MAY20 2 7:00 pm**

**13. Upcoming Events**

**13.1 Virtual on-line Town Council Meeting, 21APR20 @ 7:00pm**

**14. Adjournment**

**Recommendation:**

"That this regular on-line virtual Zoom meeting of the Bradford West Gwillimbury Public Library Board adjourn at 8:29 pm.





**MOVED:** Noora Akhavan  
**SECONDED:** Councillor Raj Sandhu  
**RESULT: CARRIED**

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Jennifer Harrison, Board Chair

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Luisa Pinto, Recording Secretary

