



**BWG Public Library Board  
 Board Meeting Minutes**

<b>Meeting date</b>	Monday February 22, 2021@ 7:00 pm
<b>Location</b>	Virtual Zoom meeting
<b>Meeting #</b>	2021-02-February
<b>Members</b>	<b>CHAIR:</b> Jennifer Harrison <b>VICE CHAIR:</b> Councillor Scott <b>SOLS TRUSTEE:</b> Ericka Brosseau      Natalie Petra              Elve Sepa Councillor Sandhu      Councillor Contois <b>FOL Liaison:</b> Noora Akhavan
	Matthew Corbett, CEO                      Luisa Pinto, Recording Secretary Nina Cunniff, Deputy CEO Elizabeth Campbell, Information Services Librarian Andrea Ciurria, Borrower & Technical Services Manager
<b>Regrets Absent</b>	

1.     **Call to Order**  
 The Presiding Chair calls the meeting to order at 7:03pm
  
2.     **Confirmation and Adoption of Agenda**  
**MOTION:**  
 “THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday 22February2021agenda as printed.”  
**MOVED:** Councillor Scott                      **SECONDED:** Councillor Contois      **CARRIED**
  
- 3     **Special Guest Speaker** - none
  
4.     **Declaration of Conflict of Interest** –none
  
5.     **Confirmation of Consent Agenda**
  - 5.1    Minutes Monday, 18JAN21 Regular Meeting
  - 5.2    Management Report
  - 5.3    Circulation Statistics**MOTION:**  
 “THAT the Bradford West Gwillimbury Public Library Board receive and approve the Consent Agenda items 5.1-5.3 inclusive as printed.”  
**MOVED:** Councillor Scott                      **SECONDED:** Natalie Petra                      **CARRIED**
  
6.     **Financial Report**  
**MOTION:**  
 “THAT the Bradford West Gwillimbury Public Library Board receive the financial report for information.”  
**MOVED:** Ericka Brosseau                      **SECONDED:** Councillor Contois      **CARRIED**
  
7.     **New Business**
  - 7.1    Accreditation Plan  
 Matthew discussed the Accreditation Plan and what it does. It is a comprehensive understanding of all Library components and will assist with budget process and ensure a higher level of service. Without any extra cost to the library until the formal evaluation, it will improve the Library as a whole.



This is also in accordance with the Library's existing strategic plan and will assist in library auditing and policies.

**MOTION:**

"THAT the Bradford West Gwillimbury Public Library Board receive the 2021-02-01 Accreditation Plan report for information."

**MOVED:** Natalie Petra

**SECONDED:** Councillor Sandhu **CARRIED**

**7.2 Strategic Planning Documents**

Matthew informed the Board that the Strategic Planning Document is a useful tool in assisting in planning for the Library's future.

The Policy Committee will consist of Jennifer, Jonathan, Elve and Matthew.

**MOTION:**

"THAT the Bradford West Gwillimbury Public Library Board receive the report 2021-02-02 Strategic Planning Document for information; and, THAT the Bradford West Gwillimbury Public Library Board strike up a Policy Committee consisting of the Chief Executive Officer, Board Chair and two members of the Board; and, THAT the Bradford West Gwillimbury Public Library Board direct the Committee to develop a Terms of Reference to be presented to the Board at the March meeting for approval and adoption."

**MOVED:** Councillor Contois

**SECONDED:** Noora Akhavan

**CARRIED**

**8. Policies – none at this time**

**9. Business Arising from Minutes**

**9.1 School Bus Stop @ Brian Collier Way**

Matthew informed the Board of his discussions with Geoff McKnight regarding the bus stop. The Town will prepare an agreement that will indemnify both the Town and Library of any concerns regarding the stop. The Town is the named party on the agreement, and Geoff will request that the School Board sign that the Library is not responsible. Matthew will bring a copy of this agreement to the Board.

**MOTION:**

"THAT the Bradford West Gwillimbury Public Library Board approve and adopt the Business Continuity Plan, December 2020 as presented."

**MOVED:** Councillor Contois

**SECONDED:** Natalie Petra

**CARRIED**

**10. Next Meeting—Monday 22 March 2021 @ 7:00 pm**

**11. Promotional Materials**

**11.1 Promotional Materials**

**11.1.1** '2021 Relax and Read Challenge now open' article dated 13JAN21 written by Town of BWG Info for BradfordToday.ca

**11.1.2** 'Explore National Geographic with the BWG Library' article dated 16JAN21 written by Town of BWG Info for BradfordToday.ca

**11.1.3** 'Improve your French language skills with the BWG Library' article dated 16JAN21 written by Town of BWG Info for BradfordToday.ca





- 11.1.4** 'The latest seasons of your favourite TV shows are available at the BWG Library' article dated 16JAN21 written by BradfordToday Staff of BradfordToday.ca
- 11.1.5** 'Get tweens reading with Subscription Boxes' article dated 22JAN21 written by Town of BWG Info for BradfordToday.ca
- 11.1.6** 'Register now for free take and make crafts' article dated 25JAN21 written by Town of Town of BWG Info for BradfordToday.ca
- 11.1.7** 'New Tween Program: Online Creative Time with Miss Andrea' article dated 27JAN21 written by Town of BWG Info for BradfordToday.ca
- 11.1.8** 'BWG Library's Teen Advisory Group meets virtually' article dated 27JAN21 written by Town of BWG Info for BradfordToday.ca
- 11.1.9** 'BWG on track for a 0 percent increase in property taxes' article dated 26JAN21 written by Miriam King of BradfordToday.ca
- 11.1.10** 'Celebrate Multicultural Children's Book Day with the BWG Library' article dated 23JAN21 written by BradfordToday Staff for BradfordToday.ca
- 11.1.11** 'Black History month contest' article dated 01FEB21 written by Town of BWG Info for BradfordToday.ca
- 11.1.12** 'Celebrate Black History Month with the BWG Library' article dated 30JAN21 written by BradfordToday Staff of BradfordToday.ca
- 11.1.13** 'In BWG, many fees and charges remain frozen at 2020 levels – but not all' article dated 29JAN21 written by Miriam King of BradfordToday.ca
- 11.1.14** 'Black History Month Movie Night with the BWG Library' article dated 03FEB21 written by Town of BWG Info for BradfordToday.ca
- 11.1.15** 'Virtual Teen Games, free from the BWG Library' article dated 05FEB21 written by Town of BWG Info for BradfordToday.ca
- 11.1.16** 'Check out the top Young Adult titles in support of Black History Month, available at the BWG Library' article dated 06FEB21 written by BradfordToday Staff for BradfordToday.ca
- 11.1.17** 'Celebrating Black History Month at the BWG Library' article dated 05FEB21 written by Jackie Kozak of BradfordToday.ca
- 11.1.18** 'Black History Month at the BWG Library' article dated 08FEB21 written by Town of BWG Info for BradfordToday.ca
- 11.1.19** 'School is back in and the BWG Library has study supports for all ages' article dated 11FEB21 written by Town of BWG Info for BradfordToday.ca





**11.1.20** 'Multicultural Children's Book Day with the BWG Library' article dated 30JAN21 written by Town of BWG Info for BradfordToday.ca

**11.2.21** 'Children's books in celebration of Black History Month' article dated 13FEB21 written by BradfordToday Staff of BradfordToday.ca

## **11.2 Correspondence**

**11.2.1** Thank you email from Walter Brie dated 02FEB21

**11.2.2** Letter from Ontario Library Services – North, dated January 2021

### **MOTION:**

"THAT the Bradford West Gwillimbury Public Library Board receive the correspondence from the Ontario Library Service North and the Southern Ontario Library Services for information; and  
THAT the Bradford West Gwillimbury Public Library Board appoint 2 members, Natalie Petra and Ericka Brosseau, as the representatives of the BWG PL for the SOLS Board Assembly."

**MOVED:** Councillor Contois

**SECONDED:** Councillor Sandhu **CARRIED**

## **12. Adjournment**

### **MOTION:**

"THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourn at 7:49 pm."

**MOVED:** Councillor Scott

**SECONDED:** Councillor Contois **CARRIED**

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**Jennifer Harrison, Board Chair**

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**Luisa Pinto, Recording Secretary**

