



**BWG Public Library Board  
 Board Meeting Minutes**

<b>Meeting date</b>	Monday March 22, 2021@ 7:00 pm
<b>Location</b>	Virtual Zoom meeting
<b>Meeting #</b>	2021-03-March
<b>Members</b>	<b>CHAIR:</b> Jennifer Harrison <b>VICE CHAIR:</b> Councillor Scott <b>SOLS TRUSTEE:</b> Ericka Brosseau <b>FOL Liaison:</b> Noora Akhavan Natalie Petra              Elve Sepa              Councillor Contois              Councillor Sandhu
	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 called the meeting to order at 7:02pm
  
- 2. Confirmation and Adoption of Agenda**  
**MOTION:**  
 “THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday 22March 2021agenda as printed.”  
**MOVED:** Councillor Contois              **SECONDED:** Natalie Petra              **CARRIED**
  
- 3. Special Guest Speaker** – Tana Turner, see below
  
- 4. Declaration of Conflict of Interest** –none
  
- 5. Confirmation of Consent Agenda**  
**5.1** Minutes Monday, 22FEB21 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 Sandhu              **SECONDED:** Councillor Contois              **CARRIED**
  
- 6. Financial Report**  
**MOTION:**  
 “THAT the Bradford West Gwillimbury Public Library Board receive the financial report for information.”  
**MOVED:** Councillor Contois              **SECONDED:** Elve Sepa              **CARRIED**
  
- 7. New Business**  
**7.1** Correspondence from the Centre for Equitable Library Access (CELA)  
 Matthew updated the Board that since this letter a secondary email was sent indicating that funding has now been re-established and no request for support is needed. At this time, this letter will be received for information.



## 8. New Business

### 8.1 Laptop Dispenser Update

Nina discussed the Laptop Dispenser Update report with the Board and discussed how the project is proceeding and what stage we are at with respect to launch.

#### **MOTION**

“THAT the Bradford West Gwillimbury Public Library Board receive the report 2021-03-01 Laptop Dispenser Update for information.”

**MOVED:** Ericka Brosseau                    **SECONDED:** Councillor Contois   **CARRIED**

### 8.2 Library Board Evaluation Plan

Ericka discussed the PDF presentation with the Board and the next steps. She also asked that if the Board have any questions, suggestions or concerns to let her know.

#### **MOTION**

“THAT the Bradford West Gwillimbury Public Library Board receive the report 2021-03-02 Board Evaluation Plan for information.”

**MOVED:** Councillor Contois                    **SECONDED:** Noora Akhavan                    **CARRIED**

### 8.3 Library Budget 2021

Matthew thanked the Board for their feedback regarding the 2021 budget and highlighted areas that the staff are working on.

#### **MOTION**

“THAT the Bradford West Gwillimbury Public Library Board receive the report 2021-03-03 Library Budget 2021 for information; and

THAT the Bradford West Gwillimbury Public Library Board approve the 2021 final budget as presented; and

THAT the Bradford West Gwillimbury Public Library Board defer and assess the 2021 Solar Flower Capital Project to a later year.”

**MOVED:** Councillor Sandhu                    **SECONDED:** Natalie Petra                    **CARRIED**

## 9. Policy Committee

### 9.1 Minutes

Matthew discussed the Policy Committee’s first meeting and their plan for policy review.

#### **MOTION**

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the Policy Committee minutes of March 5, 2021.”

**MOVED:** Councillor Scott                    **SECONDED:** Natalie Petra                    **CARRIED**

### 9.2 Terms of Reference

#### **MOTION**

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Policy Committee’s Terms of Reference.”

**MOVED:** Councillor Scott                    **SECONDED:** Ericka Brosseau                    **CARRIED**





### 9.3 Policy Standard Policy Practices

#### MOTION

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the Standard Policy Practices Policy as presented.”

**MOVED:** Councillor Scott

**SECONDED:** Natalie Petra

**CARRIED**

### 9.4 Removal of Policy A-02, Policy Revision

#### MOTION

“THAT the Bradford West Gwillimbury Public Library Board rescind Policy A-02 Policy Revision.”

**MOVED:** Councillor Scott

**SECONDED:** Natalie Petra

**CARRIED**

- 3 Special Guest Speaker** – Tana Turner, Turner Consulting Group 7:26–8:10 pm  
Ms. Turner discussed part one results of the equity audit. This portion was done internally with 23 out of 37 employees participating. Policies and practices were also reviewed. Ms. Turner noted that even though organizational culture is always a challenge to develop, overall, the Library received a good audit with workable recommendations. Ms. Turner answered questions from the Board arising from the audit. This is just part one of the audit process. The next part will include the public, with focus groups and surveys.

## 10. Business Arising from Minutes

### 10.1 None at this time

11. Next Meeting—Monday 19APRIL, 2021 @ 7:00 pm

## 12. Promotional Materials

### 12.1 Promotional Materials

12.1.1 ‘Everyone is welcome at the BWG Library and Cultural Centre’ article dated 19FEB21, written by Town of BWG Info for BradfordToday.ca

12.1.2 2SLGBTQ+ Youth Program is now virtual’ article dated 22FEB21, written by Town of BWG Info for BradfordToday.ca

12.1.3 ‘The Library’s Black History Month contest is in its final week!’ article dated 23FEB21, written by Town of BWG Info for BradfordToday.ca

12.1.4 ‘Community Volunteer Income Tax Program is free through BWG Library’ article dated 25FEB21, written by Town of BWG Info for BradfordToday.ca

12.1.5 ‘Free Black History Month movies at the BWG Library’ article dated 27FEB21, written by BradfordToday Staff of BradfordToday.ca

12.1.6 ‘Learn a new language for free with the BWG Library and Mango’ article dated 27FEB21, written by Town of BWG Info for BradfordToday.ca

12.1.7 ‘Curbside pickup extended as BWG Library delays reopening’ article dated 27FEB21, written by Jackie Kozak for BradfordToday.ca





12.1.8 'Improve your French language skills with the BWG Library' article dated 03MAR21, written by Town of BWG Info for BradfordToday.ca

12.1.9 'Support for Virtual Book Clubs' article dated 05MAR21, written by Town of BWG Info for BradfordToday.ca

12.1.20 'New Creative Time program with Miss Andrea' article dated 06MAR21, written by Town of BWG Info for BradfordToday.ca

13. **Adjournment**

**MOTION**

"THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourn at 8:12 pm"

**MOVED:** Noora Akhavan

**SECONDED:** Councillor Contois

**CARRIED**

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Jennifer Harrison, Library Board Chair

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Luisa Pinto, Board Secretary

