



**BWG Public Library Board  
 Board Meeting Minutes**

<b>Meeting date</b>	Monday November 16, 2020 @ 7:00 pm
<b>Location</b>	Virtual meeting via Zoom
<b>Meeting #</b>	2020-12-November
<b>Members</b>	<b>CHAIR:</b> Jennifer Harrison <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 Andrea Ciurria, Borrower & Technical Services Manager
<b>Regrets/Absent</b>	<b>VICE CHAIR:</b> Jonathan Scott

**1. Call to Order**

The Presiding Chair calls the meeting to order at 7:15pm

**Move to in Camera Session**

**In Camera Session – See in Camera agenda**

**Reconvene Regular Meeting**

**2. Confirmation and Adoption of Agenda**

**MOTION:**

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday November 16, 2020 agenda as printed.”

**MOVED:** Natalie Petra

**SECONDED:** Councillor Contois

**RESULT: CARRIED**

**3. Special Guest Speaker 7:19 – 7:40pm**

Tana Turner, Turner Consulting Group Inc.

Ms. Turner discussed the approach Turner Consulting Group Inc. will be taking to perform the Diversity Inclusion Audit for the Library. At this point, she hopes to have the first internal report that focuses on Library employee policies and practices, and work environment, as well as one on one interviews with staff and management to the Board by February, 2021 The second portion which deals with public focus groups and outreach to connect with patrons and volunteers of the Library will be conducted in the New Year, and the final report will be presented to the Board in April, 2021. A work plan will be sent to the Board, with the understanding that due to COVID 19, adjustments and changes may be made. Ms. Turner is available and able to come back after the first and final report to discuss results.

**4. Declaration of Conflict of Interest - none**

**5. Confirmation of Consent Agenda**

**5.1 Minutes of Monday, 19OCT20 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 amended.”

**MOVED:** Councillor Sandhu

**SECONDED:** Noora Akhavan

**RESULT: CARRIED**

**6. Financial Report**

**MOTION:**

“THAT the Bradford West Gwillimbury Public Library Board receive the financial report for information.”

**MOVED:** Ericka Brosseau

**SECONDED:** Natalie Petra

**RESULT: CARRIED**

**7. Budget, 2021**

Staff discussed the 2021 budget and went through high level changes that will impact 2021 with the Board. With the exception of mandatory increases including pay grade, step and insurance, the Library is forecasting a 0.317% rise in the 2021 budget. This will offset revenue shortfall and unavoidable pandemic costs. Staff also took the Board through next steps of the Budget process and stated any changes would be brought back to the Board. Staff also noted budget deliberations should be in January, 2021.

**MOTION:**

“THAT the Bradford West Gwillimbury Public Library Board approve the draft budget as presented by staff, and direct staff to provide this budget to the Town of Bradford West Gwillimbury Finance Department for budget deliberations; AND,

“THAT the Bradford West Gwillimbury Public Library Board approve the transfer of \$11,800 from the surplus of the Library 2020 Budget into the 2021 Library Budget to be used for the final expenses of the Diversity and Inclusion Project.”

**MOVED:** Councillor Sandhu

**SECONDED:** Noora Akhavan

**RESULT: CARRIED**

**8. Policies**

**8.1** Guiding Principles Policy, GP-02, Intellectual Freedom Policy

**MOTION:**

“THAT the Bradford West Gwillimbury Public Library Board receive and approve GP-02, Guiding Principles Policy as printed.”

**MOVED:** Councillor Contois

**SECONDED:** Natalie Petra

**RESULT: CARRIED**

**8.2** Collection Policy, COL-01, Materials Selection Policy.

**Recommendation:**

“THAT the Bradford West Gwillimbury Public Library Board receive and approve COL-01, Materials Selection Policy as printed.”

**MOVED:** Ericka Brosseau

**SECONDED:** Noora Akhavan

**RESULT: CARRIED**

**9. New Business**

**9.1** 2021 Bradford Library Board meeting schedule

**Recommendation:**





“THAT the Bradford West Gwillimbury Public Library Board receive and approve the 2021 Bradford Library Board meeting schedule as printed.”

**MOVED:** Natalie Petra

**SECONDED:** Noora Akhavan

**RESULT: CARRIED**

**10. Business Arising from Minutes** – none at this time

**11. Promotional Materials**

**11.1 Promotional Materials**

**11.1.1** ‘1000 Books Before Kindergarten’ article dated 14OCT20 written by Town of BWG Info of BradfordToday.ca

**11.1.2** ‘Fall into Reading’ article dated 17OCT20 written by Town of BWG Info for BradfordToday.ca

**11.1.3** ‘BWG Library Picks of the Week’ article dated 17OCT20 written by BradfordToday Staff for BradfordToday.ca

**11.1.4** ‘This week is a great time to ‘Fall into Reading’ article dated 19OCT20 written by Town of BWG Info for BradfordToday.ca

**11.1.5** ‘BWG Library display memorializes our pandemic experience’ article dated 21OCT20 written by Town of BWG Info for BradfordToday.ca

**11.1.6** ‘It’s Battle of the Books at BWG Library’ article dated 24OCT20 written by BradfordToday Staff for BradfordToday.ca

**11.1.7** ‘Teens: subscribe to a monthly box designed just for you!’ article dated 24OCT20 written by Town of BWG info for BradfordToday.ca

**11.1.8** ‘Join the BWG Library’s online community of knitters’ article dated 27OCT20 written by Town of BWG info for BradfordToday.ca

**11.1.9** ‘Access free study support online via the BWG Library’ article dated 29OCT20 written by Town of BWG info for BradfordToday.ca

**11.1.10** ‘Make your mark on the BWG Library’ article dated 31OCT20 written by Town of BWG info for BradfordToday.ca

**11.1.11** ‘Beyond the Books’ article dated 02NOV20 written by Town of BWG info for BradfordToday.ca

**11.1.12** ‘BWG Library needs you to return your overdue books’ article dated 05NOV20 written by Town of BWG info for BradfordToday.ca

**11.1.13** ‘Learning to drive? The BWG Library can help!’ article dated 07NOV20 written by Town of BWG info for BradfordToday.ca

**11.1.14** ‘Town of BWG administration offices, Library close to observe Remembrance Day’ article dated 08NOV20 written by Town of BWG info for BradfordToday.ca

**11.1.15** ‘Children’s virtual programs provide actual support’ article dated 10NOV20 written by Town of BWG Info for BradfordToday.ca





**11.1.16** 'Mental Health supports through the BWG Library' article dated 11NOV20  
written by Town of BWG Info for BradfordToday.ca

**11.2 Correspondence**

**11.2.1** Email from Elve Kavchak dated 03NOV20

**12. Next Meeting—** The date has been changed to Monday 14DEC20 @ 7:00 from Monday 21DEC20 @ 7:00 pm. Calendar date change will be sent out by Natalie Petra.

**13. Adjournment**

**MOTION**

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourn at 8:20 pm.”

**MOVED:** Natalie Petra

**SECONDED:** Councillor Contois

**RESULT: CARRIED**

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Jennifer Harrison, Board Chair

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Luisa Pinto, Recording Secretary

