



**BWG Public Library Board
 Board Meeting Minutes**

Meeting date	Monday October 19, 2020 @ 7:00 pm
Location	Virtual meeting via Zoom
Meeting #	2020-10-October
Members	<p>CHAIR: Jennifer Harrison</p> <p>SOLS TRUSTEE: Ericka Brosseau Natalie Petra Councillor Contois FOL Liaison: Noora Akhavan Elve Sepa Councillor Sandhu</p> <p>Nina Cunniff, Deputy CEO Luisa Pinto, Recording Secretary Elizabeth Campbell, Information Services Librarian</p>
Regrets/Absent	VICE CHAIR: Jonathan Scott , Matthew Corbett, CEO , Andrea Ciurria, Borrower & Technical Services Manager

1. Call to Order

The Presiding Chair calls the meeting to order at 7:11 pm

2. Confirmation and Adoption of Agenda

MOTION

“That the Bradford West Gwillimbury Public Library Board receive and adopt the Monday October 19, 2020 agenda as amended.”

MOVED: Councillor Raj Sandhu

SECONDED: Natalie Petra

RESULT: CARRIED

3. Declaration of Conflict of Interest - none

4. Confirmation and Adoption of Minutes of 21SEP20 Meeting

MOTION:

“That the Bradford West Gwillimbury Public Library Board receive and adopt the Minutes of the Regular Meeting on Monday, September 21, 2020 as printed.”

MOVED: Ericka Brosseau

SECONDED: Natalie Petra

RESULT: CARRIED

5. Financial Report

Councillor Sandhu asked Nina to send a detailed account of the Contractual budget information to the Board. Councillor Sandhu would like to see what is purchased under this G/L line.

MOTION:





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

MOVED: Councillor Mark Contois

SECONDED: Natalie Petra

RESULT: CARRIED

6. **Management Report**

Jennifer thanked Noora Akhavan for taking the time to participate in Simcoe Reads program. Noora thanked Wendy and Nina for all of their hard work.

Councillor Raj Sandhu thanked all of the Library staff for all of their hard work during Matthew’s absence.

MOTION:

“That the Bradford West Gwillimbury Public Library Board receive this Management Report as information.”

MOVED: Councillor Raj Sandhu

SECONDED: Noora Akhavan

RESULT: CARRIED

7. **Business Arising from Minutes**

7.1 **Action Tracking List**

Updated Action Tracking List for Board review

The Board would like to move Matthew Corbett’s performance review until he returns to work.

7.2 **Letter to S. Blake, Director of Education, Simcoe County District School Board**

Letter regarding bus stop in front of BWG Library

Councillor Contois expressed his disappointment with the reply from the School board.

7.3 **Response from S. Blake, Director of Education, Simcoe County District School Board**

Letter regarding bus stop in front of BWG Library

Jennifer indicated she has had discussions with the Town CAO Geoff McKnight regarding the school bus stop. Councillor Mark Contois also spoke with the CAO regarding this matter. Since this is a Town matter, the Board would like Jennifer to work with the Town CAO regarding a follow up letter and Jennifer will present to the Board.

MOTION:

“That the Bradford West Gwillimbury Public Library Board receive 7.1, 7.2 and 7.3 as information.”

MOVED: Noora Akhavan





SECONDED: Councillor Mark Contois

RESULT: CARRIED

MOTION:

That the Bradford West Gwillimbury Public Library Board direct the Library Chair, Jennifer Harrison to work with the Town CAO, Geoff McKnight to communicate the Library concerns regarding the school bus stop location to the Simcoe County District School Board

MOVED: Natalie Petra

SECONDED: Noora Akhavan

RESULT: CARRIED

8. Statistics

8.1 Circulation Statistics

Recommendation:

“That the Bradford West Gwillimbury Public Library Board receive the September, 2020 Circulation Statistics as printed.”

MOVED: Ericka Brosseau

SECONDED: Councillor Raj Sandhu

RESULT: CARRIED

Noora Akhavan left the meeting at 8:02 pm

9. Policies

9.1 Collection, Materials Selection Policy, COL-01

Natalie requested that Nina do a search regarding CFLA and CLA update on their collection information and bring back to the next board meeting, along with Policy GP-02.

10. Correspondence

10.1.1 Thank you card from Elve Sepa

11. Promotional Materials

11.1 Promotional Materials

11.1.1 ‘A COVID-style wellness event for National Seniors’ Day in Bradford’ article dated 01OCT20 written by Miriam King of BradfordToday.ca

11.1.2 ‘BWG Library now open’ article dated 12SEP20 written by Town of BWG Info for BradfordToday.ca

11.1.3 ‘Don’t miss this virtual author visit and chance to ask questions’ article dated 14SEP20 written by Town of BWG info for BradfordToday.ca





- 11.1.4** '2SLGBTQ+ Youth Program is now virtual' article dated 19SEP20 written by Town of BWG info for BradfordToday.ca
- 11.1.5** 'Simcoe Reads 2020: The final debate and your chance vote!' article dated 22SEP20 written by Town of BWG info for BradfordToday.ca
- 11.1.6** 'Thousands of newspapers and magazines in multiple languages at your fingertips' article dated 24SEP20 written by Town of BWG info for BradfordToday.ca
- 11.1.7** 'Take and make Craft Kits coming to the BWG Library' article dated 27SEP20 written by Town of BWG info for BradfordToday.ca
- 11.1.8** 'BWG Library Teen volunteer opportunity' article dated 29SEP20 written by Town of BWG info for BradfordToday.ca
- 11.1.9** 'Take a StoryWalk at Scanlon Creek' article dated 01OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.10** 'Wi-Fi safety at BWG Library' article dated 04OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.11** 'Celebrating First Nations Public Library Week' article dated 05OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.12** 'This Thanksgiving weekend, why not take a StoryWalk?' article dated 09OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.13** 'BWG Library introduces Wi-Fi hotspot lending program' article dated 10OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.14** 'Check out this week's top reads at the BWG Library' article dated 10OCT20 written by Town of BWG info for BradfordToday.ca
- 11.1.15** 'BWG Library's horror enthusiast unveils the annual spook-o-meter' article dated 13OCT20 written by Town of BWG Info for BradfordToday.ca

12. Next Meeting—Monday 16NOV20 @ 7:00 pm

13. Round Table Discussion:

The Board discussed Jonathan Scott's email to Jennifer (not included in Board package) regarding his leave of absence in order to dedicate time to running for Ward 2 Councillor position. While there is no official motion, it is understood by the Board that during this two month absence, Jonathan Scott





will be removed from the position of Library Board Vice Chair and member of the Library Board Finance Committee. Jennifer will speak with Town CAO Geoff McKnight relating to Jonathan's two month leave and if a letter should be submitted to the Board, and will communicate results to the Board.

14. Adjournment

MOTION:

"That this regular meeting of the Bradford West Gwillimbury Public Library Board adjourn at 8:25pm."

MOVED: Natalie Petra

SECONDED: Councillor Mark Contois

RESULT: CARRIED

Jennifer Harrison, Board Chair
Secretary

Luisa Pinto, Recording

