



**BWG Public Library Board  
 Board Meeting Agenda**

<b>Meeting date</b>	Monday September 21, 2020 @ 7:00 pm
<b>Location</b>	Zima Room (In person meeting, with the option of joining virtually through Zoom- link provided)
<b>Meeting #</b>	2020-08-Septebmer
<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 Andrea Ciurria, Borrower & Technical Services Manager
<b>Regrets</b>	
<b>Absent</b>	

1.     **Call to Order**  
The Presiding Chair calls the meeting to order
  
2.     **Confirmation and Adoption of Agenda**  
**Recommendation:**  
“That the Bradford West Gwillimbury Public Library Board receive and adopt the Monday September 21, 2020 agenda as printed.”  
**MOVED:**  
**SECONDED:**  
**RESULT:**
  
3.     **Declaration of Conflict of Interest**
  
4.     **Confirmation and Adoption of Minutes of Special Meeting**  
**Recommendation:**  
“That the Bradford West Gwillimbury Public Library Board receive and adopt the Minutes of the Special Meeting on Wednesday, August 5, 2020 as printed.”  
**MOVED:**  
**SECONDED:**  
**RESULT:**
  
5.     **Correspondence**
  - 5.1    Ministry of Labour Field Visit Report dated 02SEP20
  - 5.2    Ministry of Labour Field Visit Report dated 04SEP20**Recommendation:**  
“That the Bradford West Gwillimbury Public Library Board receive the Ministry of Labour reports dated 02SEP20 and 04SEP20 as information.”  
**MOVED:**  
**SECONDED:**  
**RESULT:**





**6. CEO/Management Report**

**Recommendation:**

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

**MOVED:**

**SECONDED:**

**RESULT:**

**7. New Business**

**7.1 Fee Schedule**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive and adopt the proposed 2021 Fee Schedule; and

“That the Bradford West Gwillimbury Public Library Board direct staff to provide a copy of this schedule to the Town of Bradford West Gwillimbury Finance Office.”

**MOVED:**

**SECONDED:**

**RESULT:**

**7.2 Diversity, Inclusion and Anti-Racism Report**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive this report and provide a motion to proceed with one of the consultants outlined in this report, or to provide staff with direction to work alongside Procurement on a bids and tenders process to request formal proposals.”

**MOVED:**

**SECONDED:**

**RESULT:**

**7.3 Action Tracking List**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive the Action Tracking List as information.”

**MOVED:**

**SECONDED:**

**RESULT:**

**8. Policies**

**8.1 Records Retention Policy, By-Law, BL2020-04**

**Recommendation:**

“That the Bradford West Gwillimbury Public Library Board receive this Records Retention By-Law, BL2020-04 and schedule as printed, which outlines the records classification systems for the Library and corresponding records retention period be adopted”; and,

“That the Library CEO be directed to develop a records management program consisting of procedures to guide staff through their responsibilities in creating, classifying, managing and destroying records in accordance with the records retention schedule”; and,

“That the Library CEO be delegated the authority and be required to update the records retention schedule on an annual basis.”





**MOVED:**  
**SECONDED:**  
**RESULT:**

9. Next Meeting—Monday 19OCT20 @ 7:00 pm

10. Adjournment

**Recommendation:**

“That this regular meeting of the Bradford West Gwillimbury Public Library Board adjourn at \_\_\_\_\_ pm.”

**MOVED:**  
**SECONDED:**  
**RESULT:**

11. Promotional Materials

11.1 Promotional Materials

11.1.1 ‘BWG Library Picks of the Week’ article dated 06JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.2 ‘A message from Mayor Rob Keffer’ article dated 12JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.3 ‘Marsh produce on parade’ article dated 13JUN20 written by Miriam King of BradfordToday.ca

11.1.4 ‘BWG Library Picks of the Week’ article dated 13JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.5 ‘BWG Library offering curb side pickup starting next week’ article dated 14JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.6 ‘BWG Library launches curbside pickup’ article dated 16JUN20 written by Town of BWG Info for BradfordToday.ca

11.1.7 ‘Hundreds rally for Black Lives Matter protest in Bradford’ article dated 07JUN20 written by Jackie Kozak of BradfordToday.ca

11.1.8 ‘Bradford and Innisfil libraries to compete in county’s first-ever reading challenge’ article dated 18JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.9 ‘OPINION: We must do the hard work of anti-racism in our community’ article dated 18JUN20 written by Jonathan Scott for BradfordToday.ca

11.1.10 ‘BWG Library Picks of the Week’ article dated 20JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.11 ‘BWG Library Picks of the Week’ article dated 27JUN20 written by BradfordToday Staff of BradfordToday.ca

11.1.12 ‘The evolution of Holland Street’ article dated 27JUN20 written by Miriam King of BradfordToday.ca





- 11.1.13 'Hundreds enjoy free Canada Day BBQ' article dated 02JUL20 written by Jackie Kozak of BradfordToday.ca
- 11.1.14 'Check out these BWG Library Picks of the Week' article dated 04JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.15 'The iconic Village Inn' article dated 11JUL20 written by Miriam King of BradfordToday.ca
- 11.1.16 'Check out this week's top picks from the BWG Library' article dated 11JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.17 'Town of BWG begins phased reopening of municipal services' article dated 14JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.18 'Check out the BWG Library's picks of the week' article dated 18JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.19 'Feeling the heat? Story about ice harvesting will cool you down' article dated 19JUL20 written by Ian McInroy of BradfordToday.ca
- 11.1.20 'Library eliminates late fees for 2020' article dated 20JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.21 'Check out the BWG Library's top picks of the week!' article dated 25JUL20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.22 'Check out the BWG Library's top picks of the week!' article dated 01AUG20 written by Bradford Today Staff of BradfordToday.ca
- 11.1.23 'Check out the top picks of the week from the BWG Library' article dated 09AUG20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.24 'Check out this week's top picks from the BWG Library!' article dated 15AUG20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.25 'Pack your popcorn! Outdoor movie night is returning' article dated 20AUG20 written by BradfordToday Staff of BradfordToday.ca
- 11.1.26 'Bradford Library Board committed to uplift diverse voices with new project' article dated 24AUG20 written by Natasha Philpott of BradfordToday.ca
- 11.1.27 'A night at the movies, COVID-style' article dated 02SEP20 written by Miriam King of BradfordToday.ca
- 11.1.28 'BWG Library's best books for parents of tweens and teens' article dated 12SEP20 written by BradfordToday Staff of BradfordToday.ca

Issues before sending out:





\* What was removed, but might be in error??

**6. Financial Report**

**Recommendation:**

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

**MOVED:**

**SECONDED:**

**RESULT:**

12. **Round Table Discussion**

13. **Upcoming Events—none**

15. **Statistics**

\*What I've added/changed/not sure about

1. motion to CEO/Mgmt report to receive report

2. should the Retention policy be a policy and not a by - law? Yes, it goes in the ByLaw section, but it should be called a policy??

3. Diversity motion, should it say..... work alongside with Town of Bradford West Gwillimbury Procurement Department.....

4. I've added information to the CEO report such as the facilities information and then signed the document as well.

Thanks, Luisa. 416-574-2631

