



**Minutes of the Bradford West Gwillimbury
 Public Library Board**

Meeting date	Monday, September 21, 2020 @ 7:00 pm
Location	Zima Room with Virtual Zoom link
Meeting #	2020-08-September
Members	CHAIR: Jennifer Harrison VICE CHAIR: Jonathan Scott SOLS TRUSTEE: Ericka Brosseau Natalie Petra FOL Liaison: Noora Akhavan Elve Sepa Councillor Sandhu
	Matthew Corbett, CEO Luisa Pinto, Recording Secretary Nina Cunniff, Deputy CEO Elizabeth Campbell, Information Services Librarian Andre Ciurria, Borrower & Technical Services Manager
Regrets Absent	Councillor Sandhu, Noora Akhavan, Matthew Corbett, Andrea Ciurria

1. Call to Order

The Presiding Chair calls the meeting to order at 7:05pm

Jennifer informed the Board that Matthew is on a short term medical leave that is being handled by Town of BWG human resources. That is all the information that I have and we do not have a return to work date yet.

2. Confirmation and Adoption of Agenda

MOTION

“That the Bradford West Gwillimbury Public Library Board receive and adopt the Wednesday, August 5, 2020 agenda as amended.”

MOVED: Natalie Petra

SECONDED: Councillor Sandhu

RESULT: CARRIED

3. Declaration of Conflict of Interest: None.

4. Confirmation and Adoption of Minutes

MOTION

“That the Bradford West Gwillimbury Public Library Board receive and adopt the minutes from the Special Meeting on Wednesday, August 5, 2020 as printed.”

MOVED: Elve Sepa

SECONDED: Ericka Brosseau

RESULT: CARRIED





5. **Correspondence**

5.1 Ministry of Labour Field Visit Report dated 02SEP20

5.2 Ministry of Labour Field Visit Report dated 04SEP20

MOTION

“That the Bradford West Gwillimbury Public Library Board receive the Ministry of Labour reports dated 02SEP20 and 04SEP20 as information.”

MOVED: Jonathan Scott

SECONDED: Natalie Petra

RESULT: CARRIED

6. **CEO/Management Report**

MOTION

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

MOVED: Ericka Brosseau

SECONDED: Jonathan Scott

RESULT: CARRIED

7. **New Business**

7.1 **Fee Schedule**

The Board discussed the current fee schedule with respect to COVID19. At this time, the 2021 Fee Schedule is approved as printed; however, the Board would like to have discussions regarding the 2022 Schedule in May, 2021.

MOTION

“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: Councillor Contois

SECONDED: Jonathan Scott

RESULT: CARRIED

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

The Board discussed the report in further detail and would like to award the quote to Turner Consulting with the full understanding that the cost is \$40,000 before taxes.

Elve is concerned how accurate this assessment would be at this time, given the Library’s limited service and hours.

MOTION

“That the Bradford West Gwillimbury Public Library Board receive this report; and,

That the Bradford West Gwillimbury Public Library Board direct the CEO to award the contract to the consultant who meets the scope of work and budget set by the Bradford West Gwillimbury





Public Library Board.”

MOVED: Councillor Contois

SECONDED: Jonathan Scott

RESULT: CARRIED

7.3 Action Tracking List

The Board would like the TBD items be sorted by date order. They would also like a date that the draft Strategic Plan might be ready for perusal.

MOTION

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

MOVED: Jonathan Scott

SECONDED: Natalie Petra

RESULT: CARRIED

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: Ericka Brosseau

SECONDED: Jonathan Scott

RESULT: CARRIED

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 7:48 pm.”

MOVED: Natalie Petra

SECONDED: Elve Sepa

RESULT: CARRIED

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 08AUG20 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
- 11.1.29 'GALLERY: Bradford youth show support for Black community in Walk4Unity' article dated 10JUN20 written by BradfordToday Staff of BradfordToday.ca

Jennifer Harrison, Board Chair

Luisa Pinto, Recording Secretary

