



# Minutes Brampton Library Board

**Tuesday, October 23, 2018**

**7:00pm – 9:00pm**

**Four Corners Branch**

**2<sup>nd</sup> Floor Room**

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BOARD:      K. Hay (Vice-Chair)                      P. Waters  
                  J. Awde    M. Ben  
                  K. Ladak     R. Bunn  
                  C. Phung

REGRETS:    J. Massey-Singh (Chair)                      D. Whillans  
                  M. Palleschi

STAFF:        R. Raven, Chief Executive Officer  
                  J. Simone, Director, Business Management & Operations  
                  J. Andrews, Director, Community Engagement & Partnerships  
                  S. Bartoletta, Director, Branch & Neighbourhood Services  
                  M. Kwok, Executive Assistant to CEO  
                  J. Dickenson, Manager, Marketing & Communications  
                  E. Stepanian, Librarian, Digital Strategies  
                  J. Omstead, Branch Manager, Mount Pleasant Village

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**1. Call to Order :**    7:02pm

**2. Approval of Agenda:**

Motion to approve agenda moved by K. Ladak  
Seconded by M. Ben  
CARRIED

**3. Declarations of conflict of interest**

None

**4. Adoption of Minutes from September 25, 2018**

Motion to approve minutes moved by R. Bunn  
Seconded by C. Phung  
CARRIED

## 5. Presentation

### a. Summer Reading Club Wrap-up

- Presented by K. Alatsas, Manager Child & Youth Services and S. Uttangi, Manager Adult & Diversity Services
- Received

### b. Key Operating Indicators Update

- Presented by J. Simone, Director Business Management & Operations
- Received

## 6. Consent Agenda

### a. Report of the Chief Executive Officer

- Received

Motion to receive the Report moved by P. Waters

Seconded by R. Bunn

CARRIED

## 7. New Business

### a. Q3 Financial Operating Results

- Received

Motion to receive the Q3 Financials moved by K. Ladak

Seconded by C. Phung

CARRIED

### b. Annual Regulated Policy Review

#### i. Corporate Accessibility

Motion to approve the Policy moved by P. Waters

Seconded by K. Ladak

CARRIED

#### ii. Health & Safety

Motion to approve the Policy moved by R. Bunn

Seconded by P. Waters

CARRIED

iii. Workplace Harassment

Motion to approve the Policy moved by J. Awde  
Seconded by M. Ben  
CARRIED

iv. Workplace Violence

Motion to approve the Policy moved by P. Waters  
Seconded by R. Bunn  
CARRIED

c. Holiday Closures - motion

- Report for Family Day will be presented at November meeting

Motion to approve the proposed 2019 Holiday Closures moved by J. Awde  
Seconded by K. Ladak  
CARRIED

## 8. Discussion Items

a. Board Transition Planning

- K. Hay to forward summary notes from subcommittee to Board members
- Board members recommended an earlier understanding of library operations
  - Eg. a day in the life of the library
- Additional information will be shared in November / December

b. Facilities Master Plan - 30 Minute group discussion around next steps and directions for updating the Facilities Master Plan. Supporting documentation to be considered for the discussion is appended:

- i. Current Facilities Master Plan
- ii. Briefing Document from April 2018
- iii. Peel Neighbourhood Information Tool
- iv. Sample Branch Profile - Springdale
- v. Branch Catchment Population Comparisons
- vi. Brampton City Library - Inspirations & Functional Plan
- vii. CULC Space Use Study
- viii. Living the Mosaic - Brampton's Vision 2040

## ix. City of Brampton Cultural Master Plan and Executive Summary

- Board members identified the difficulty in having a conversation based on the news that funding has been cancelled for all University projects by the provincial government
- It was recommended that the discussion be deferred to a future meeting when more information is available
- Two branch properties are owned by the Library - Cyril Clark and Four Corners
- The target for population penetration is not identified in the Facilities Master Plan
- R. Raven recommended that she provide a draft plan to an upcoming meeting for board discussion and possibly community input
- P. Waters endorsed the idea of a draft plan with more ideas, information and direction for potential facilities from R. Raven
- Board members recommended including the following:
  - include demographic and niche information - customer expectations
  - approximate costs for various scenarios where possible

### **Move to ES: 8:05pm**

Motion to move to the Executive Session moved by K. Ladak  
Seconded by M. Ben  
CARRIED

### **9. Executive Session**

### **10. Adjournment: 8:10pm**

Motion to adjourn meeting moved by P. Waters  
Seconded by M. Ben  
CARRIED

### **11. Upcoming Special Events** (Events to which Library Board members are invited):

- a. Staff Day 2018: Monday, November 12, 3:45pm - 4:30pm

### **12. Upcoming Meetings:**

Meetings are held at Four Corners Branch in the 2<sup>nd</sup> Floor Boardroom unless otherwise specified below:

Tuesday, November 27, 2018

Tuesday, December 11, 2018: Culinaria Restaurant & Events, 5732 Kennedy Road, Mississauga (the old Elliot House)