



Minutes Brampton Library Board

Tuesday, April 24, 2018

7:00pm – 9:00pm

Four Corners Branch

2nd Floor Boardroom

BOARD: J. Massey-Singh (Chair) K. Hay (Vice-Chair)
J. Awde P. Waters
K. Ladak R. Bunn
M. Ben D. Whillans

REGRETS: C. Phung M. Palleschi

PRESENTERS: A. Chan, KPMG, Senior Account Manager
K. Travers, KPMG, Partner

STAFF: R. Raven, Chief Executive Officer
J. Simone, Director, Business Management & Operations
J. Baty, Director, Innovation & Technology
J. Andrews-Jotham, Director, Customer Engagement & Partnerships
G. DePrisco, Manager, Human Resources
M. Kwok, Executive Assistant to CEO
C. Poggiaroni, Manager, Collections
L. Lipson, Branch Manager, Mount Pleasant Village
K. Alatsas, Manager, Children & Youth Services
S. Uttangi, Manager, Adult & Diversity Services
J. Dickenson, Manager, Marketing & Communications
A. Sensicle, Manager, Cyril Clark
B. Wilson, Branch Librarian CH
S. Jones, Children & Youth Librarian
M. Gilpin, Branch Librarian FC

GUESTS: S. Alleyne, Citizen Advocate

1. Call to Order: 7:02pm

- The Chair recognized that there were several guests in attendance and asked that everyone introduce themselves

2. Approval of Agenda:

- a. Board members asked to pull CEO Report re: retirement announcement

Approval of amended Agenda moved by R. Bunn
Seconded by M. Ben
CARRIED

3. Declarations of conflict of interest: None

4. Presentation

a. 2017 Draft Audited Financial Statements - J. Simone, Director Business Management & Operations, K. Travers, KPMG, Partner & A. Chan, KPMG, Senior Account Manager

- J. Simone introduced A. Chan and K. Travers to the board members
- Draft documents were presented for approval by the Board
- Board members requested that the KPMG presentation be forwarded to them
- K. Ladak asked for clarification regarding the samples used for audit
- J. Massey-Singh asked for insight re: other library systems
- K. Travers responded that there are similarities but the systems are not really comparable due to different funding models, ownership of buildings, etc.
- Received & Approved

Motion to Receive Statements moved by K. Ladak
Seconded by P. Waters
CARRIED

b. PLA wrap up and debrief - B. Wilson, Librarian

- B. Wilson presented a summary of the PLA Conference on behalf of the other conference attendees

5. Adoption of Minutes from March 27, 2018

- Received

Motion to approve minutes moved by K. Hay
Seconded by J. Awde
CARRIED

6. Business Arising from Minutes

a. Library System Data Comparisons

- Received

b. Peel Neighbourhood Information Tool - follow up



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- Received

- c. Update on Advocacy Letter to MPP's and Next Steps
 - J. Massey-Singh will circulate the letter to Board members for comment

7. Consent Agenda

- a. Report of the Chief Executive Officer
 - R. Raven introduced and recognized that L. Lipson will be retiring on May 25 after 32 years with Brampton Library
 - Received

- b. CELUPL Update
 - Received

- c. State of Local Infrastructure Report from City of Brampton - J. Simone
 - J. Simone provided clarification regarding terminology used in the report
 - Received

8. New Business

- a. Provincial Library Operating Grant (PLOG)
 - i. Library Media Release - Ontario Budget 2018
 - ii. FOPL 2018 Budget - FAQ
 - R. Raven explained that the formula for funds distribution has not been released but is enshrined in the approved provincial budget
 - There is a strong hope that there will be an increase in Provincial funding
 - We are awaiting more information from FOPL
 - Creation of "Digital Public Library" - a provincial consortium of digital resources

- b. Elections Related Resources Policy - motion to adopt
 - R. Raven recommended adopting the City of Brampton's policy
 - It contains a focused approach regarding the use of corporate resources
 - Included in the Policy would be a motion to adopt the outline of the Municipal Elections Act outlining that employees or board members would need to take a leave of absence from close of nominations to following the elections
 - Received

Motion to accept recommendations and approve the Policy moved by R. Bunn
Seconded by K. Ladak

CARRIED

c. Displays and Exhibits Policy - motion to adopt

- R. Raven clarified that this Policy is to define the type of art that is acceptable in a public space
- Several branches have utilized opportunities to promote local artists on their available wall space
- J. Awde has recommended to the Arts & Culture Committee that the library would be an idea location to display artists
- Received

Motion to approve the Policy moved by J. Awde

Seconded by P. Waters

CARRIED

d. Facilities Master Plan - briefing document

- J. Massey-Singh provided an overview for the discussion and recommended a framework for moving forward with an action plan
- R. Raven reminded Board members that the Facilities Master Plan is on the CEO workplan and that she is looking for direction on how the Board would like to move forward with updating and developing a new plan
- She recommended the following to initiate a more formal discussion:
 - The data librarian will gather information to inform board members
 - We will use the Neighbourhood Information Tool (NIT) data to inform conversations moving forward
 - The new Strategic Plan supports reviewing the FMP
 - The new University with Centre for Information (CFI) requirements need to be added to the plan
- R. Raven will develop a package for a more informed discussion
- J. Massey-Singh and J. Awde agreed that it may be beneficial to schedule a separate Board member meeting to discuss options and direction
- D. Whillans agreed with R. Raven that obtaining the Neighbourhood Cultural Plan prior to proceeding would better inform discussions especially given the changes that will occur within the area of the new University
- Specific questions from Board members can be emailed to J. Massey-Singh or R. Raven
- R. Raven advised that new Director of Neighbourhood Services should be established by September and would be able to help inform this document



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- It was noted that the new Facilities Master Plan would be an excellent legacy document for this Board
- A fulsome report will be provided to Board members in September

9. Information Items

a. FOPL and OLA Elections Toolkit

- Board members commented that they would be interested in holding a debate during the Municipal Elections
- Received

D.Whillans excused himself - 8:25pm

Executive Session: 8:25pm

Motion to move to Executive Session moved by K. Ladak

Seconded by M. Ben

CARRIED

10. Executive Session

- ### a. Discussion pertaining to an identifiable individual

11. Adjournment: 9:05pm

Motion to adjourn meeting moved by

Seconded by

CARRIED

12. Upcoming Meetings:

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

Tuesday, May 22, 2018

Tuesday, June 26, 2018

Tuesday, September 25, 2018

Tuesday, October 23, 2018

Tuesday, November 27, 2018



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Tuesday, December 2018 (TBD)