



# Minutes Brampton Library Board

**Tuesday, January 23, 2018**

**7:00pm – 9:00pm**

**Four Corners Branch**

**2nd Floor Boardroom**

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

REGRETS:    M. Palleschi

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  
                  J. Mandal, Branch Manager, Chinguacousy Branch  
                  L. Lipson, Branch Manager, Mount Pleasant Village  
                  K. Alatsas, Manager, Children & Youth Services

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**1. Call to Order : 7:05pm**

**2. Approval of Agenda:**

- a. The following items were pulled from the CEO Report for discussion:
    - i. Temporary Human Resources staffing required
    - ii. AODA compliance
  - b. Addition of Delegation from Julie Mandal re: Chinguacousy Event
- Approval of the amended Agenda moved by J. Awde  
Seconded by M. Ben  
CARRIED

**3. Declarations of conflict of interest:**

None

#### 4. Election of Board Officers

- J. Massey-Singh relinquished the position of Chair to R. Raven for the election of Chair
- J. Awde represented the nominating committee and presented the criteria they used for choosing the Chair and Vice-Chair candidates

##### a. Chair

- J. Massey-Singh was nominated for the position of Chair
- J. Massey-Singh accepted and was acclaimed to the position of Chair for 2018

Approval of the nomination of J. Massey-Singh to position of Chair moved by R. Bunn

Seconded by K. Ladak

CARRIED

#### J. Massey-Singh resumed the Chair position for the remainder of the meeting

##### b. Vice-Chair

- K. Hay was nominated for the position of Vice-Chair
- K. Hay accepted the position and was acclaimed to the position of Vice-Chair for 2018

Approval of the nomination of K. Hay to position of Vice-Chair moved by K. Ladak

Seconded by R. Bunn

CARRIED

#### 5. Adoption of Minutes from December 12, 2017

Adoption of Minutes moved by K. Hay

Seconded by C. Phung

CARRIED

#### 6. Items Arising from Minutes

##### a. Human Resources Policies

##### i. Recruitment and Selection Policy

- the Board recommended the addition of a definition for the term "Relatives"
- family members will recuse themselves during the hiring process if the candidate is a relative (procedures side)

Motion to approve the Recruitment and Selection Policy with amendments moved by R. Bunn

Seconded by K. Ladak

CARRIED

##### ii. Accommodation of Religious Observances Procedure

- R. Raven recommended that this be an internal procedure as accommodations are already made and other systems recognize them as such
- Board members agreed to this recommendation

Motion to accept this procedure moved by J. Awde

Seconded by K. Hay

CARRIED

### 7. Consent Agenda

#### a. Report of the Chief Executive Officer

##### i. Pulled items:

- Temporary HR Staffing position - Human Resources Manager
  - position is posted and candidates are currently being screened
  - position to be filled targeted for the end of April
  - G. De Prisco will depart for maternity leave in May
- AODA compliance
  - website compliance, spaces, recruitment policies and collateral, etc are available in alternate formats
  - initial compliance reports have been filed
  - Brampton Library is striving to meet 2020 compliance standards early to attain AA compliance which would put the library ahead of the curve
  - R. Raven recommended that the report be made available at the February board meeting with Human Resources to present the highlights of the report
  - Board members agreed to this suggestion

### 8. Delegation

#### a. Chinguacousy community event

- J. Mandal presented the launch of a new community event
  - Saturday, January 27 - canvases and markers will be provided for the community to bring their favourite quotation and write on the canvas
  - board members are invited to participate
  - canvases will be displayed at CH branch as artwork
  - a photo book will also be created for customers to review

### 9. New Business

#### a. CEO Professional Development & Travel Commitments 2018

- R. Raven will also be participating in final PLLeaders session prior to OLA SuperConference

#### b. 2018 - 2020 Operating and Capital Budget Approval

- Board members were very appreciative of the hard work of the senior staff

#### c. Q4 Financials - draft year end figures

- Board members were informed that the 2017 year-end surplus would be transferred to reserves
- R. Raven detailed that the parameters for the external audit are determined by City Council
- staff are currently waiting for information from City of Brampton and will follow-up with the City Clerk

- Internal audit conversations revealed that Brampton Library is not a priority to the City of Brampton internal audit team
  - City auditor will present findings to the board members in March and will answer any questions
  - a recurring schedule for auditing the library has yet to be determined
- quarterly financials are presented to the City of Brampton
- K. Ladak requested more information regarding the waiving of children's fines
  - staff will review records and return a report to the board

Motion to accept report moved by K. Ladak

Seconded by M. Ben

CARRIED

#### d. 2017 Year-end Statistics

- stats are provided to the public through the annual report and marketing collateral
- stats will be finalized for 2017 and presented to the board with comparators at an upcoming meeting
- Board members recommended displaying stats on the digital screens in the branches
- the board recommended that senior staff present stats to Council in the spring

#### e. SouthWest Interim Location

- approximately 6000 sf is well situated with optimal parking
- the location is in the Mississauga / Financial drive area
- an offer has been submitted and staff are in negotiation
- an updated report will be provided to the board when details are finalized
- staffing requests were made and approved in 2018 budget
- board members asked where the final Community Centre/Library would be located
  - Councillor Whillans indicated that it would be located between SouthWest and Embleton Sideroad

#### f. Canada Day Closure

- Board members agreed to the proposed closure

Motion to approve moved by R. Bunn

Seconded by K. Ladak

CARRIED

#### g. February Board Meeting

- R. Raven proposed moving the February meeting to February 20
- The Chair called for a vote from board members
- The meeting will remain on February 27 to ensure quorum is achieved



# Minutes

## Brampton Library Board

### 10. Discussion Items

- a. "Beyond Culture Shock" Event on January 24, 2018 - J. Massey-Singh
  - J. Massey-Singh will be participating in the forum and will report back in February

### 11. Information Items

- a. OLA SuperConference Bootcamp Agenda - Saturday, February 3, 2018
- b. Age Friendly Committee
  - Councillor D. Whillans sits on the board
    - would the library be interested in presenting opportunities for 18 - 24 year old youth to the committee in March or April
    - Councillor Whillans will share event details when available

**Motion to move to Executive Session moved by K. Hay**

**Seconded by M. Ben**

**CARRIED**

### 12. Executive Session

- a. Discussion pertaining to labour relations or employee negotiations
- b. Facilities Discussion
- c. Discussion pertaining to an identifiable individual

**Adjourned: 8:45pm**

**Motion to adjourn meeting moved by D. Whillans**

**Seconded by P. Waters**

**CARRIED**

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

- a. Springdale Official Opening - Tuesday, March 6, 2018 (to be confirmed)

### 14. Upcoming Meetings:

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

Tuesday, February 27, 2018 - Springdale Branch (to be confirmed)

Tuesday, March 27, 2018

Tuesday, April 24, 2018

Tuesday, May 22, 2018

Tuesday, June 26, 2018