



# Minutes Brampton Library Board

Tuesday, February 26, 2019  
7:00pm – 9:00pm  
Four Corners Branch  
Second Floor Room

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BOARD:      J. Massey-Singh (Chair)                      K. Hay (Vice-Chair)  
                  H. Singh    J. Awde  
                  K. Ladak    R. Bunn  
                  M. Ben

REGRETS:    P. Waters    C. Williams  
                  C. Phung

STAFF:      R. Raven, Chief Executive Officer  
                  J. Baty, Director, Innovation & Technology  
                  J. Andrews, Director, Community Engagement & Partnerships  
                  S. Bartoletta, Director, Branch & Neighbourhood Services  
                  J. Simone, Director, Business Management & Operations  
                  M. Kwok, Executive Assistant to CEO  
                  J. Dickenson, Manager, Marketing & Communications  
                  K. Alatsas, Manager, Children & Youth Services

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

**2. Approval of Agenda:**

- K. Hay commended the Brampton Library staff on a job well done
- Received

Motion to approve the agenda moved by K. Hay

Seconded by J. Awde

CARRIED

**3. Declarations of conflict of interest:**    None

**4. Adoption of Minutes from January 22, 2019:**

- Received

Motion to adopt minutes moved by R. Bunn

Seconded by K. Ladak

CARRIED

## 5. Consent Agenda

- a. Report of the Chief Executive Officer
  - Received

## 6. New Business

- a. Board Code of Conduct Policy
  - i. City of Brampton Council update re: Code of Conduct requirements
    - R. Raven advised that the required amendment to the Code of Conduct must be implemented by March 1, 2019
    - K. Ladak asked if it would be appropriate to assign a dollar amount to 6.5) Gifts
    - Councillor Singh advised that the amount adopted by the City of Brampton is \$50
    - Board members agreed that section 6.5 Gifts in the Code of Conduct Policy should be amended to include a \$50 maximum allowance.
    - Amendment: Board members will not offer, give nor accept gifts, favours or services over a value of \$50. Any gifts, favours or services received in excess of \$50 must be presented to the Library Board for disbursement.
    - Received

Motion to adopt the amended Code of Conduct Policy moved by K. Ladak

Seconded by R. Bunn

CARRIED

- b. SouthWest Location Update
  - R. Raven advised that the current timeline for the SouthWest Site is site possession in June with the opening in July
  - Received
- c. OLA Trustee Bootcamp Summary
  - M. Ben provided an overview of the valuable information presented including:
    - being a productive board member
    - board/ceo relationship
    - performance management
    - building a board reflecting the community
  - He encouraged all board members to attend each year
  - As the Councillor for Mid-Central Region of OLBA, J. Massey-Singh will be attending the OLBA meeting. He requested that Board members forward any topics, requests, issues to him
- ii. Peel Library Board follow-up
  - J. Massey-Singh is discussing options for the Peel Library Boards to meet in the summer when they are on hiatus

- d. New Board orientation planning and outline
  - i. Draft Library Board working site
    - R. Raven provided an overview of the new Library Board site and the OLBA governance and education hub
  - ii. Draft outline tour, orientation and welcoming social event
    - R. Raven advised that planning for new Board members is in progress
  - iii. Board Legacy documents
    - Strategic Plan
    - Annual Report
    - Accessibility Plan
- J. Massey-Singh asked that any additional legacy document suggestions be communicated to him
- e. 2019 CEO Workplan Overview
  - M. Ben recommended that metrics be added to provide the Board with measurable results
  - R. Raven advised that previous reports to the community were in several formats including a graded report card
  - She would welcome an opportunity to meet with the Board to discuss what has been accomplished as well as what is planned for the remaining years including
  - Councillor Singh asked about the City Library and advised that a committee is being formed at the City of Brampton and that J. Massey-Singh will be on the committee with R. Raven on the committee as the Brampton Library representative
  - M. Ben recommended that the following be added to the workplan (from ALA website) - staff relationships and management; library goals related to the Strategic Plan community relations; overall quality of library services/innovation; board relationships and communication
  - J. Massey-Singh felt that these were more enablers than objectives - would be more about business conducted and included in the performance review
  - R. Raven open to have a succession planning discussion; there is consistent staff development with the senior staff and professional staff
  - K. Ladak felt that the Board is not fully qualified to know who should take over in the event of the CEO leaving; don't necessarily need to have a list of names but would need to have a recommended replacement or designated 2nd
  - R. Raven advised that the Senior Team is designated as Acting CEO
    - dismayed that her work to build capacity and work has not been understood by the Board
  - J. Massey-Singh noted that there seems to be more of a communication issue than a

performance issue; there is a concern about continuity; the Board wants confidence that there is a continuity if something happens; some flexibility to provide this information

- Metrics on spreadsheet for the Board to provide feedback - consider the input that M. Ben provided - identify what would be performance and what is objective
  - Councillor Singh asked about Customer feedback and metrics
  - R. Raven would be open to have a conversation about a staff satisfaction survey suggestion especially in a unionized environment
- f. Communication protocol/expectations - CEO & Board
- CEO communicates with the Board Chair regularly
  - The Chair will disseminate the information to the other Board members as needed
  - Interruptions to regular library operations will be communicated to the Board members
- g. Board recruitment update
- Recruitment interviews will be during March Break
  - R. Raven will be away but has submitted a requested to the Acting CAO, City Clerk and Committee Chair that the interviews be delayed by one week to facilitate her attendance as subject matter expert
  - It is expected that the new board will be in place for the April meeting
- h. Meeting with Mayor Brown and follow-up items
- J. Massey-Singh informed that there was very positive conversation and support
  - Councillor Singh asked about amalgamation of Peel - asked that it be added to a future Agenda for discussion

### 7. Information Items

- a. Article from Insauga Newslines re: *Multi-Million Dollar Renovation Planned for One of Mississauga's Oldest Libraries*

### Move to Executive Session: 8:25pm

Motion to move to the Executive Session moved by Councillor Singh

Seconded by M. Ben

CARRIED

### 8. Executive Session

- a. Discussion pertaining to an identifiable individual

### 9. Adjournment: 9:35pm

Motion to adjourn meeting moved by K. Ladak



# Minutes Brampton Library Board

Seconded by K. Hay  
CARRIED

## 10. Upcoming Meetings:

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

March 26

April 23

May 28

June 25

September 24

October 22

November 26

December - TBD