



Minutes Brampton Library Board

Tuesday, June 23, 2020
Meeting: 6:00pm - 7:40pm
Zoom Conference Call

BOARD: J. Massey-Singh (Chair) M. Ben (Co-chair)
R. Tailor M. Allin
C. Hough G. Singh
T. Chahal D. Ajasa
H. Singh C. Williams

STAFF: J. Simone, Interim Chief Executive Officer and Director, Business Management & Operations
S. Bartoletta, Director, Branch & Neighbourhood Services
J. Baty, Director Innovation & Technology; Acting Director Branch & Neighbourhood Services
G. De Prisco, Director, Human Resources & Organizational Development
S. Uttangi, Director, Community Engagement & Partnerships
M. Kwok, Executive Assistant to CEO

Listeners: 35 attendees

6:15pm

1. Call to Order

2. Approval of Agenda:

Board members requested that the following items be moved from the CEO Report for discussion:

- a) CCDI added as Agenda Item 7 e)
- b) ECCLYPSE added as Agenda Item 7 h)

Motion to approve amended Agenda moved by M. Allin

Seconded by C. Williams

CARRIED

6:18

3. Declarations of conflict of interest: None

6:18

4. Adoption of Minutes: May 26, 2020

Received

Motion to adopt minutes moved by D. Ajasa

Seconded by C.Hough
CARRIED

6:20

6. Business Arising from Minutes

a) 2019 Audited Statements - Final Report (5 mins)

Received

Motion to adopt the 2019 Audited Statements moved by R. Taylor

Seconded by M. Ben

CARRIED

b) Reopening Update (15 mins)

Phased opening approach

J. Simone provided an overview of the Phased Reopening including risks and controls for Brampton Library highlighting Phases 1 and 2

Board members inquired about:

the possibility of staff COVID testing and temperature checks

PPE requirements and training for appropriate use

mandatory wearing of masks for customers and staff

the possibility of opening more than one branch during Phase 3

consideration for special hours for seniors and persons with accessibility challenges

staff engagement and communication during the planning and implementation of the reopening plan

Councillors Williams and Singh recommended the J. Simone, Interim CEO, provide an update to Council on Wednesday, June 24

c) Councillor Meetings - Talking points (5 mins)

Received

J. Massey-Singh provided a proposed a list of councillor meetings including potential speaking points for the meetings

He requested board members to set up meetings and provide feedback from meetings via email by July 31

7:03

7. Consent Agenda

(no time allocated; for information only; must be moved to active Agenda for discussion)

Chief Executive Officer Report

Received

7:05

8. New Business

a) Ad-hoc Summer Board Committee (5 mins)

The Ad-hoc Summer Board Committee will be comprised of:

J. Massey-Sing, M. Ben, M. Allin, R. Taylor, G. Singh

b) 2021 Preliminary Budget Discussion (10 mins)

Received

Motion to receive 2021 Preliminary Budget moved by C. Hough

Seconded by G. Singh

CARRIED

c) 2020 CEO Operating Plan Update (10 mins)

Received

J. Massey-Singh inquired when will the service delivery model be addressed and how the Board will be apprised of learnings

J. Simone advised that information learned from the introduction of services will be used to inform protocols and shared through regular updates by the new CEO

S. Bartoletta advised that her division will be using the “new normal” to conduct a core services review which will offer services more reflective of the new environment

d) Anti-Black Racism and the Library Response (10 mins)

Received

J. Massey-Singh inquired about feedback from staff on communication efforts

J. Simone advised a conservative response was issued which was not well received

Staff requested a formal public statement from the library

A communication was shared with staff and the public including an acknowledgement that Brampton Library has signed the Urban Libraries Council (ULC) Statement on Race and Social Equality

Board members asked a number of questions including:

If we have reached out to the racialized community for support and information?

How will the diverse community be leveraged moving forward?

How many black employees work in the library?

Do we have employee support networks within the library?

How are we obtaining insight from employees regarding barriers they are experiencing?

What employment opportunities are available in the Library community?

How do we measure ongoing progress?

G. De Prisco advised that a report from CCDI is in progress

Councillor Singh recommended aligning with the City and their anti-Black Racism Unit and encouraged reaching out to Gwen Chapman

R. Tailor recommended that quick consumable resources be provided for employees

J. Massey-Singh requested that this topic become a Standing Item for reporting and discussion at all meetings

e) CCDI Discussion

Discussed in Agenda Item 8 d)

Utilize information gathered to review policies for potential improvements

f) CRM Update (10 mins)

Received

Board members inquired as to the percentage of legacy users and if there is a way to integrate a breakdown including demographics into future next steps

J. Baty replied that there are heavy analytics options with flexibility to target neighbourhoods which can be used to leverage information to encourage engagement and cross communication utilizing CRM and social media

g) State of Local Infrastructure Update (5 mins)

Received

Motion to receive report moved by R. Tailor

Seconded by M. Allin

CARRIED

h) ECCLYPSE Discussion

Discussed in Agenda Item 8 d)

Board members requested more information on initiatives including a summary of engagement with community partners

8:11

9. Standing Items

a) City Library / Centre for Innovation

No updates

b) Facilities Master Plan (5 minutes)

M. Ben provided an update regarding timelines and goals discussed at the June 22 steering committee meeting

He advised that the plan would include extensive consultation with staff and community

The Request for Proposal (RFP) is currently in development and will be shared with Board members

c) Board Self-Evaluation (5 minutes)

Survey responses requested better time management for meetings and a discomfort regarding the lack of description and definitions with regards to financial reports

A request was made to organize a board orientation clarifying the Board's role and fiduciary responsibility

J. Simone will develop a brief orientation to present to the Board at the next meeting

J. Massey-Singh will forward relevant questions to assist in development

8:19pm

Motion to move to Executive Session moved by C. Hough

Seconded by D. Ajasa

CARRIED

10. Executive Session

a) Personal matters regarding an identifiable individual (10 mins)

8:40pm

11. Adjournment

Motion to adjourn meeting moved by M. Allin
Seconded by R. Tailor
CARRIED

Upcoming Meetings

September 22, 2020

October 27, 2020

November 24, 2020

December 2020 - Date TBD