



Minutes Brampton Library Board

Tuesday, December 14, 2021

Meeting: 6:00pm – 7:30pm

Zoom Call

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

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

Listeners: 6

6:07pm

1. Call to Order & Land Acknowledgement

We would like to acknowledge that we are gathering here today on the Treaty Territory of the Mississaugas of the Credit First Nation, and before them, the traditional territory of the Haudenosaunee, Huron and Wendat. We also acknowledge the many First Nations, Metis, Inuit and other global Indigenous people that now call Brampton their home. We are honoured to live, work and enjoy this land.

2. Approval of Agenda

Motion to adopt agenda moved by C. Hough

Seconded by M. Ben

CARRIED

3. Declarations of conflict of interest : None

4. Adoption of Minutes: November 23, 2021

Received

Motion to adopt minutes moved by R. Tailor

Seconded by G. Singh

CARRIED

6:10pm

5. Business Arising from Minutes

a) Policy Compliance Update (5 mins)

- Received
- Staff members agreed that the topic has been well captured and will include the rigour required for Board governance
- Board members will provide feedback as needed
- More information will be provided at the February meeting

Motion to receive update moved by C. Hough

Seconded by R. Taylor

CARRIED

6. Consent Agenda

(no time allocated; reports/updates for information only; must be moved to active Agenda for discussion in Agenda Item #2)

a) Report of the Chief Executive Officer

Received

6:15pm

7. New Business

a) Information Security (10 mins)

- Received
- M. Ben provided an overview regarding increasing cyber attacks in industry which is creating a heightened awareness of potential risks to businesses
- He advised that a number of federal agencies have been alerted to increased chances of attack
- J. Baty advised that Brampton Library is protected by firewalls that protect our systems at all levels and that any breach would be extremely unlikely
- He recommended the development of a Cyber / Information Security Policy to further enhance the current protocols
- Board members agreed to that the policy should include disaster recovery and access to information directives
- The board confirmed that they support the development of a Cyber /Information Security Policy which could include review timelines and annual orientation for governance purposes
- The CEO & Director, Innovation & Technology will develop a policy for review in March with updates provided as the policy is developed
- The Chair reminded Board members that the Board is responsible for governance of the policy and the staff are responsible for the implementation and operationalization of the policy

M. Ben moved:

THAT the CEO and Director, Innovation & Technology be requested to report back to the Board at the March 2022 board meeting with a draft Corporate Cybersecurity Policy; and

THAT such Policy shall outline proactive steps the Administration is taking to ensure controls and strategies are in place to prevent risk, a self-attestation of our cyber security posture, Remediation Action Plan, as well as process to take in the event of a cyber threat or actual cyber incident.

Motion moved by M. Ben

Seconded by G. Singh

CARRIED

b) 2022 Budget Update and 2021 Year-end Forecast (10 mins)

- J. Simone provided an overview of the Budget meetings and the decisions made by Council
- T. Kyle reinforced that the library did well with the budget requests especially given that there was a 0% resident tax increase
- The Fines Free initiative was permanently approved
- He recommended 2021 surplus funds be used to fund additional services required for 2022 including:
 - Additional legal requirements related to contract negotiations
 - Security related to COVID requirements
 - Increased demand for e-Resources
 - Re-establishment of after hours study halls
 - Measurement and metrics will be recorded to support the Library's budget request for 2023

Motion to receive the update and forecast moved by R. Tailor

Seconded by M. Ben

CARRIED

Motion to approve the use of surplus Capital funds to fund capital and investment uses moved by R. Tailor

Seconded by M. Allin

CARRIED

Motion to permanently remove fines moving forward moved by C. Hough

Seconded by G. Singh

CARRIED

c) Nominating Committee for 2022 Board Chair and Vice-Chair Elections (10 mins)

- Nomination Committee
- The nominating committee will be comprised of:
 - D. Ajasa
 - M. Allin
 - M. Ben
 - G. Singh

d) Elections Summary Working Sheet

Received

7:14pm

8. Standing Items

a) Pandemic Recovery Update (5 mins)

- T. Kyle advised that staff is closely monitoring the current COVID situation due to increased numbers with Omicron
- He advised that he is encouraging staff to obtain booster shots and that there could be potential changes to protocols as advised by Peel Health, City of Brampton and Provincial guidelines
- He also advised that there is discussion that “fully vaccinated” could change to include boosters
- The Board will be kept updated of any impactful changes

b) Facilities Master Plan Update (5 mins)

- The community outreach initiative secured comments supporting the plans direction
- Montieth Brown will update the plan document from a draft to a final plan which will include an executive summary
- The final document will be provided to the Board in the new year

c) Strategic Planning Update (5 mins)

- Staff confirmed the recommendation of the Strategic Planning Steering Committee to secure the services of Overlap Associates as the contractor for this project

Motion to adopt recommendation moved by C. Hough

Seconded by R. Taylor

CARRIED

d) IDEA (Inclusion, Diversity, Equity & Accessibility) Update (included in Workplan Update)

e) 2021 Workplan Update (15 mins)

- T. Kyle provided an overview of the update
- The Board commended staff on the positive results of the update given the challenges caused by the pandemic
- Received

Motion to receive the update moved by R. Taylor

Seconded by M. Allin

CARRIED

f) Board Development & Self-Evaluation (5 mins)

- Deferred to January

7:23pm

9. Information Items

(no time allocated; reports/updates for information only; must be moved to active Agenda for discussion in Agenda Item #2)

- a) 2022 Budget Presentation to Council - presented November 30, 2021
- b) Draft Facilities Master Plan Delegation to Council - presented December 1, 2021
- c) 2022 Meeting Schedule
- d) 2022 Agenda Topics
- e) Marketing & Communications Update - December 2021

The Chair took a moment to wish Councillor Williams a Happy Birthday in absentia

7:25pm

Motion to move to Executive Session moved by C. Hough

Seconded by M. Ben

CARRIED

10. Executive Session

- a) Approval of Minutes (5 mins)
- b) Discussion regarding an identifiable individual (5 mins)

7:35pm

11. Adjournment

Motion to adjourn meeting moved by G. Singh

Seconded by M. Allin

CARRIED

Upcoming Events:

The following is a sample of some of the programs scheduled. Please go to the Calendar of Events on the library website for more information and programming.

December: Story Walk - Downtown

Upcoming Meetings:

(via Zoom Call unless otherwise indicated)

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022