



Minutes Brampton Library Board

Tuesday, March 22, 2022

Meeting: 6:00pm – 8:00pm

Zoom Call

BOARD: M. Ben - Chair R. Tailor - Vice Chair
G. Singh (arr 6:15pm) D. Ajasa
G. Nnolim C. Hough
C. Williams M. Allin

REGRETS: J. Massey-Singh H. Singh

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

Listeners: 8

6:04pm

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 :

Board members requested the following discussion items be added to the agenda

- a) Ryerson Medical School - added as Agenda Item #7 e)
- b) Pulled from Agenda Item 6a) CEO report
- c) CBC Initiative - Agenda Item #7 f)
- d) New Staff - Agenda Item #7 g)

Motion to adopt amended agenda moved by C. Hough

Seconded by R. Tailor

CARRIED

3. Declarations of conflict of interest : None

4. Adoption of Minutes: February 22, 2022

- Received

Motion to adopt minutes moved by C. Williams

Seconded by D. Ajasa

CARRIED

6:10pm

5. Business Arising from Minutes

a) Information Security Update: BRD - 33 Cyber Security Policy (15 mins)

- T. Kyle provided an overview of the policy
- J. Baty provided reassurance that the available customer information is minimal and there is nothing personal retained in the records

Motion to adopt BRD - 33 moved by D. Ajasa

Seconded by M. Allin

CARRIED

b) BRD - 30 Library Board Code of Conduct Policy (5 mins)

- The policy was amended to include the requested revisions

Motion to adopt policy BRD - 30 moved by C. Hough

Seconded by G. Singh

CARRIED

6:20pm

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

6:20pm

7. New Business

a) 2021 Year-end Workplan Report Card and KPI Update (10 mins)

- Received

Motion to receive update moved by D. Ajasa

Seconded by C. Hough

CARRIED

- b) Policy Review (30 mins)
 - i) BRD - 10 Employee Code of Conduct
 - T. Kyle provided an overview of the updated policy

Motion to adopt policy BRD - 10 moved by M. Allin
Seconded by C. Hough
CARRIED

- ii) BRD - 12 Purchasing & Procurement
 - J. Simone provided an overview of the policy
 - J. Simone recommended the policy be approved in principle and that additional changes based on new information received from the IDEA perspective be incorporated prior to the next Board meeting in April
 - Updates will be provided at the April meeting as an Information Item
 - The Board approved the policy in principle

Motion to adopt policy BRD - 12 moved by M. Allin
Seconded by R. Tailor
CARRIED

- iii) BRD - 13 Collection Management
 - T. Kyle provided an overview of the changes and updates

Motion to adopt policy BRD - 13 moved by G. Singh
Seconded by M. Allin
CARRIED

- iv) Policy Revisions Briefing Note - BRD 15, 22, 34:
 - T. Kyle provided an overview of the changes and updates within the 3 policies

BRD - 15 Customer Code of Conduct

Motion to adopt policy BRD - 15 moved by D. Ajasa
Seconded by C. Hough
CARRIED

BRD - 22 Library Membership & Use

Motion to adopt policy BRD - 22 moved by R. Tailor
Seconded by G. Singh
CARRIED

BRD - 34 Internet and Device Use (NEW)

Motion to adopt policy BRD - 34 moved by C. Williams

Seconded by D. Ajasa

CARRIED

- c) Board Legacy Discussion (5 mins)
 - Guiding Resources
 - OLS Governance Hub
 - AccessOLA

- d) Steering Committee
 - Board members agreed to convene a Board Legacy Steering Committee
 - Members: M. Allin, R. Taylor, C. Hough, M. Ben

- e) Ontario Library Systems (OLS) Board Assembly - Spring Meeting including agenda (5 mins)
 - Tuesday, April 12 (4:00pm - 6:00pm)
 - M. Ben will attend at the Board representative and will provide an update at the April Board meeting

- f) Ryerson Medical School
 - C. Williams provided more information regarding the announcement of a medical school coming to Brampton
 - She advised that President and Vice-Chancellor Dr. Lachemi would like to delegate to the Board
 - Board members recommended the delegation application be referred to the CEO and Executive Assistant
 - Questions pertaining to this can be forwarded through the CEO's office

- g) Acknowledgement of CBC partnership from Agenda Item 6 a) CEO Report
 - Excellent publicity for the first program since the start of the pandemic
 - T. Kyle advised that Board members are welcome to drop by anytime during the program

- h) New Staff (from Agenda Item 6 a) CEO Report
 - Board members welcomed new Managers, Arnie Anderson and Haney Mussa

7:45pm

8. Standing Items

- a) Pandemic Recovery Update (5 mins)
 - T. Kyle provide an overview of the status of the library and available services

- b) Strategic Planning Update (5 mins)
 - T. Kyle advised that Overlap has moved to the stakeholder and public engagement phase of the process
 - Overlap has shared an empathy survey for staff members to participate in

- c) IDEA (Inclusion, Diversity, Equity & Accessibility) Update (included in Agenda Item 7a)
- d) 2021 Workplan Update (included in Agenda Item 7a)
- e) Board Development & Self-Evaluation (5 mins)
 - R. Tailor shared a short survey for Board members to complete by Thursday
 - She will be sharing the first training installment with members later this week

7:55pm

9. Information Items

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

- a) BRD - 04 Procedural By-Laws of the Library Board (with approved revision)
 - Received

- b) Marketing & Communications Update - March 2022
 - Received

7:55pm

Move to ES:

Motion to move to Executive Session moved by C. Hough

Seconded by R. Tailor

CARRIED

10. Executive Session

- a) For the purpose of discussions pertaining to labour relations (10 mins)

8:25pm

11. Adjournment

Motion to adjourn meeting moved by D. Ajasa

Seconded by R. Tailor

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.

March: Escape Game at the Park - Loafer's Lake

March: Story Walk - Chinguacousy Park

March 30: CBC's My Brampton Day - Springdale Branch

March 31: Antakshari

Upcoming Meetings:

(via Zoom Call unless otherwise indicated)

April 26, 2022

May 24, 2022

June 28, 2022