



# Minutes Brampton Library Board

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**Tuesday October 24, 2023**

**Meeting: 6:00pm – 8:00pm**

**Virtual Zoom Meeting**

BOARD: R. Tailor - Chair M. Ben - Vice Chair  
N. Dhaliwal D. Jones  
N. Kaur Brar N. Russell  
P. Vicente

REGRETS: T. Atwal A. Singh

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 the CEO

GUESTS: 4

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6:11pm

R. Tailor was delayed joining the meeting. Board members agreed to wait until she arrived to start the meeting.

1. Call to Order & Land Acknowledgement  
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 and Huron-Wendat. We also acknowledge the many First Nations, Métis, Inuit and other global Indigenous people that now call Brampton their home. We are honoured to live, work on and enjoy this land.

2. Approval of Agenda:

R. Tailor pulled Agenda Item 9 a) Operational Highlights to highlight TechTober. This was added as Agenda Item 7 d)

Motion to approve amended agenda moved by D. Jones

Seconded by N. Russell

CARRIED

3. Declarations of conflict of interest: None

6:05pm

4. Adoption of Minutes: September 26, 2023  
Received

Motion to adopt minutes moved by N. Russell  
Seconded by N. Dhaliwal  
CARRIED

6:15pm

5. Presentations

a) Director & Division Introductions (10 mins)

Community Engagement & Partnerships (CEP) presented by Sarala Uttangi, Director Community Engagement & Partnerships

S. Uttangi provided an overview of the division and how department staff support the other divisions and teams

T. Kyle clarified that many of the CEP staff are not frontline staff and that feedback usually comes through the branch staff to CEP staff for action (ie. CEP staff trained frontline staff on the Nintendo Switch which was a new product and branch staff provided feedback regarding usage and popularity)

S. Uttangi provided clarity on what the different Librarian roles within CEP are

T. Kyle advised that though the Library is independent of the City, the Library and the city work collaboratively to advertise, promote and leverage each other's programs and events to all available platforms

Received

Motion to receive moved by N. Dhaliwal  
Seconded by N. Russell  
CARRIED

6:35pm

6. Items Arising from Minutes

a) 2024 Budget Update (10 mins)

J. Simone provided an overview of the budget update

He noted that despite deferring 2 positions to 2025, branch 9 should open as planned but possibly with limited services (ie. shorter hours, smaller programs)

The integrity of budget is intact based on savings and efficiencies in other areas with no impact to budget

Staff are currently looking at alternative funding methods to fund the rent during the South Fletcher's branch renovations

Staff and the Chair will be presenting the budget to the Mayor on Friday

N. Dhaliwal expressed the concern that there could be tighter funding restrictions once the Region dissolves next year and encouraged staff to investigate the option of not deferring the 2 positions

T. Kyle advised that the City staff is trusted and are assisting the library in positioning the budget for success and approval

He also noted that 2025 and 2026 estimates are submitted with the 2024 Budget

Received

Motion to receive the budget update moved by N. Russell

Seconded by M. Ben

CARRIED

b) CoB Service Delivery Review Update (Verbal - 10 mins)

T. Kyle provided background information on the discussion from the meeting

The meeting included looking at potential synergies between city departments and Brampton Library support functions

Recommendations will be brought to the Board at the November meeting

The biggest opportunities are related to the addendum to the Facilities Master Plan and ensuring that future development is in concert with Recreation Centre expansion / development or with other

Community Urban Hub opportunities

Received

c) November/December Library Board Meeting Dates Update (5 mins)

Board agreed to meet on November 21 and December 12

Motion to adopt proposed Library Board meeting dates moved by D. Jones

Seconded by N. Dhaliwal

CARRIED

7:21pm

7. New Business

a) Q3 Financial Statements (15 mins)

J. Simone provided an overview of the statements

He noted that the library is on pace to deliver 4000+ programs in 2023

Received

Motion to receive the Financial Statements moved by N. Dhaliwal

Seconded by N. Russell

CARRIED

b) Proposed Annual Library Board Award of Excellence (15 mins)

M. Ben submitted the proposal and provided an overview

Board members agreed that the proposal looks positive

Questions arose regarding the development of a submission tool for candidates and the next steps involved

M. Ben recommended tasking the library staff to develop the framework and criteria

T. Kyle recommended the formation of a Project Team

He expressed some concerns about the burden on staff advising that the new bursary program took 6 months of in depth and time consuming work to develop and bring to fruition

As well, the Union may perceive this award as favouritism to certain roles (Librarians vs shelvers; union vs non-union)

He informed Board members about an Innovation program introduced by CULC and the option to adopt an alternative based on innovation vs performance

D. Jones commented that it was a very thorough proposal and noted that her company took over a year to develop a program that would be effective and exciting for staff

She also noted that as categories are difficult to manage and attract interest there may be a potential for a smaller number of categories awarded a few times per year with a certificate of recognition

Board members agreed with the considerations expressed

M. Ben proposed that next steps would be for T. Kyle to form a project team of Library staff to determine what is manageable and realistic

T. Kyle agreed to form a team to investigate what the process could look like

R. Tailor asked for clarification on who would do the work and why there is a separation of roles between staff and Board members

M. Ben confirmed that this would be the work of staff developed on behalf of the Board

Received

Motion to receive moved by D. Jones

Seconded by N. Dhaliwal

CARRIED

c) CEO Year-end Review Committee appointments (5 mins)

R. Tailor, P. Vicente and D. Jones agreed to be on the review committee

d) Operational Highlights re: TechTober

R. Tailor acknowledged library staff for a successful program and the expansion of the program to outside locations

## 8. Standing Items

a) 2023 Strategic Workplan & KPI's including IDEA Update (next update - Dec)

7:20pm

## 9. Information Items

(No time has been allocated to these items as they are information items only. Items must be moved to active Agenda for discussion in Agenda Item #2)

a) Operational Highlights Report

b) OLBA Virtual Conference (September 28, 2023) - (4 Recorded Segments)

i) OLS Board Info Session - 25 mins

ii) Finding Balance in Public Library Governance - 40 mins

iii) Valuing Ontario Libraries Toolkit: A Preview for Library Boards - 45 mins

iv) Navigating Municipal Relationships - 58 mins

c) Marketing & Communications Update - October 2023

7:59pm

Motion to move to Executive Session moved by N. Dhaliwal

Seconded by D. Jones

CARRIED

10. Executive Session (35 mins)

- a) Approval of Executive Session Minutes
- b) Proposed or pending acquisition or disposition by the Board
- c) Personal matters about an identifiable individual

9:01pm

11. Adjournment

Motion to adjourn meeting moved by N. Dhaliwal

Seconded by M. Ben

CARRIED

**Upcoming Meetings:**

(via [Zoom Call](#) unless otherwise indicated)

November 28, 2023

December - TBD