



Minutes Brampton Library Board

Tuesday February 27, 2024

Meeting: 6:00pm – 8:05pm

Virtual Zoom Meeting

BOARD: R. Tailor - Chair M. Ben - Vice Chair
N. Dhaliwal D. Jones
M. Rathod N. Russell
P. Vicente (dep 6:35pm) A. Singh (arr. 7:20pm)

REGRETS: N. Kaur Brar T. Atwal

STAFF: T. Kyle, Chief Executive Officer
M. Kwok, Executive Assistant to the CEO
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

GUESTS: 4

6:02pm

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:
a) Add under New Business - 7 e) Board Working Group
b) Pull for discussion Operational Highlights
i) Branch Manager Announcements
ii) Algoma Outreach
c) Pull for discussion Marketing Highlights
i) Black History Month - Enroute to Success

Motion to adopt amended agenda moved by N. Russell
Seconded by M. Rathod

CARRIED

3. Declarations of conflict of interest: None

4. Adoption of Minutes - January 23, 2024

Adopted

Motion to adopt minutes moved by D. Jones

Seconded by M. Rathod

CARRIED

6:10pm

5. Presentations (20mins)

a) Divisional Introduction: Innovation & Technology by Director, Jason Baty (20 mins)

J. Baty provided an overview of the I&T Division

Received

6:29pm

6. Items Arising from Minutes (10 mins)

a) Library Update to Council (5 mins)

April 24

R. Tailor advised that the past Board had made a motion to present an operational update to Committee of Council every three to 4 months

b) Proposed timeline for remainder of year - June, Sept, Dec

To be reviewed

6:35pm

7. New Business (55 mins)

a) 2024 Draft Strategic Workplan (30 mins)

T. Kyle provided a brief overview of the workplan

Questions:

M. Ben asked how is staff diversity measured in terms of the diversity of job applicants?

T. Kyle responded that diversity of existing staff is measured every 2 years by the Diversity Meter. But while job applicants are encouraged to self-identify their diversity, there are legal questions surrounding collecting and retaining diversity data from applicants. The library is working on implementing an applicant tracking system that would address these questions.

M. Ben: How are we promoting a library career to less represented communities and groups?

T. Kyle responded that the industry as a whole has started to target specific groups; at BL we do this through student volunteers, posting in diverse job boards, attending job fairs, our Student Assistant position, co-op opportunities, library master's bursary

M. Rathod: In the workplan, how is the data collected for quantitative and qualitative initiatives?

T. Kyle: It is a combination of operational completion of activities, actual numerical data and combined action items

M. Rathod: should there be micro goals?

R. Tailor reminded members that the board is responsible for governance and staff is responsible for the operational micro goals

R. Tailor: How do we measure operational completion when the goal is to “investigate”?

T. Kyle: Investigate means that there is a full evaluation of everything and we are ready for implementation (which could be added to the following year’s goals). We commit to providing explanations as to the completion rate of an activity in the quarterly updates.

D. Jones: Has there been any thought given to non traditional partnerships regarding mental health?

T. Kyle: The workplan contains two items where mental health services could be considered as an operational tactic: 2 new community services, and programs to combat social isolation.

N. Russell: This is a draft plan and reports will clarify the details as we move through the year

R. Tailor recommended that Board members participate in the Data101 orientation which is being organized

Received

Motion to adopt the 2024 Strategic Workplan moved by N. Russell

Seconded by N.Dhaliwal

CARRIED

b) 2023 Draft Year-end Financials (10 mins)

J. Simone provided highlights of the financials and advised that final results were currently being audited and would be presented at a later meeting

Board members inquired about the status of the federal grant and clarification regarding the use of reserve funds

T. Kyle advised that the grant amount was cut by 40% and frozen in 1998

RT: funds in reserves are used for capital expenditures

J. Simone informed members that reserve funds are used for capital expenditures and have been used to support expansion

He also advised that a capital request is submitted to council when this is not possible

Received

Motion to receive financials moved by N. Russell

Seconded by D. Jones

CARRIED

c) South Fletcher’s Revitalization Project Update (15 mins)

J. Simone provided an update to confirm that Brampton Library is working to align the construction with the City’s plans to retrofit the Susan Fennell Sportsplex

He anticipates that impacts of the city renovations on the library will occur between August 2024 - August 2025 during the installation of the heating / cooling system

An internal library committee is working on developing options for a temporary location for the duration of the closure

The goal is to move into the temporary space in summer 2024

T. Kyle commented that one of the drawbacks of the current layout of South Fletcher's is that it is one large room and advised that the renovation will allow for multipurpose rooms and study areas as well as access from the community centre

Board members commended the team for their diligent efforts to align the timelines for construction
There was concern expressed regarding how services will be impacted for such a busy branch with a diverse community

T. Kyle confirmed that there will be a lower level of service during the closure which would include fewer computers, no program rooms and temp staff reallocation due to the smaller square footage (approx 3 - 5K sqft)

Received

Motion to receive report moved by A. Singh

Seconded by M. Rathod

CARRIED

d) 2024 - 2026 OLS Assembly Representative (5 mins)

M. Ben volunteered to be the rep throughout the term

e) Board Operational Work Group (5 mins)

R. Tailor requires assistance from Board members to assist in determining the goals of the Board moving forward

The working group will consist of: R. Tailor, N. Russell, M. Rathod

7:35pm

8. Standing Items

a) 2023 Year-end Strategic Workplan & KPI's Update (March)

b) 2024 Strategic Workplan & KPI's Update (June, September, December)

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

Management Team Hires - welcome and happy to have you

Algoma Outreach - librarian stationed at Four Corners to connect with students - very valuable opportunity

b) Marketing & Communications Update - February 2024

Black History Month - Enroute to Success - R. Tailor and M. Ben expressed special thanks to the staff for an incredibly successful event that very professional and one of the best run events that they've attended

10. Correspondence 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) None

7:42pm

Motion to move to Executive Session moved by M. Ben

Seconded by M. Rathod

CARRIED

11. Executive Session (40 mins)

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

8:15pm

12. Adjournment

Motion to adjourn meeting moved by N. Dhaliwal

Seconded by A. Singh

CARRIED

Upcoming Meetings:

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

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024 - In person meeting in Four Corners 2nd Floor Boardroom at 7:00pm