



Agenda Brampton Library Board

Tuesday June 25, 2024
Meeting: 7:00pm – 9:00pm
Four Corners 2nd Floor Boardroom

BOARD: R. Tailor - Chair
T. Atwal
N. Kaur Brar
N. Russell
P. Vicente

M. Ben - Vice Chair
D. Jones
M. Rathod (arr 7:10pm)
A. Singh

REGRETS: N. Dhaliwal

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
S. Uttangi, Director, Community Engagement & Partnerships

STAFF: M. Marji, Branch Librarian, Springdale

7:04pm

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 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.

The Chair said a special thanks to the Library for creating a safe space and programming for Pride month and LGBTQ2S+ community members.

2. Approval of Agenda:

a) Board members requested the following items be added to the Agenda:

- i) T. Atwal added Annual Training for Board Members as Agenda Item 7 d)
- ii) R. Tailor asked for the following topics to be pulled for discussion from Agenda Item 9 a)
Operational Highlights:

Artist in Residence

Summer Reading Club

- iii) N. Russell added Collision Conference as Agenda Item 7 e)
- iv) M. Ben added Director's Insurance for Board Members to Agenda Item 7 f)

Motion to adopt the amended agenda moved by T. Atwal

Seconded by N. Russell

CARRIED

3. Declarations of conflict of interest: None

4. Adoption of Minutes - May 28, 2024

Received

Motion to adopt the minutes moved by N. Russell

Seconded by D. Jones

CARRIED

7:10pm

5. Presentations

- a) 2024 Q1 Workplan & KPI's presented by Todd Kyle, Chief Executive Officer and Alison Clarke, Coordinator Performance Measures and Data (20 mins)

T. Kyle and A. Clarke provided an overview of highlights for the the report

N. Russell asked for clarification regarding uncompleted contingent tasks

T. Kyle advised that these are tasks that are heavily impacted by outside sources

M. Rathod inquired about why MLIS designations were not required for some positions

T. Kyle stated that while an MLIS designation it is preferred, it is not mandatory in order to broaden the talent pool when the skills required are not necessarily specific to library. For example: people skills, hiring, business acumen, etc.

He also advised that this does not impact funding the Bursary program

A. Singh inquired regarding measurements that are potentially available through the partnership programs - ie. CMHA, PCMS?

T. Kyle responded that Brampton Library would work with partners to determine what data is collected by partners and can be shared

R. Tailor asked for clarification regarding the reasons for the Canada Post Mailer being delivered to the Springdale area

T. Kyle confirmed that this branch hasn't had the uptake of other branches in the children's/youth areas after the pandemic, and advised that there is an opportunity to expand to other branch areas including Claireville when it opens

R. Tailor confirmed that any additional questions would be forwarded for T. Kyle's response

Responses would be shared and received at the September meeting

Motion to receive the report moved by N. Russell

Seconded by Councillor Brar

CARRIED

7:33pm

6. Business Arising

a) South Fletcher's Update (5 mins)

T. Kyle advised that staff are in the process of tendering the contract for the renovations and that a special meeting may be required in August approve the vendor and final budget

The target start date for renovations is September

b) Claireville Branch Update (5 mins)

T. Kyle confirmed that the variance application has been approved and that the permit will be completed and issued to the landlord following the 20 day appeal period

c) CEO Review Committee (establish 3rd committee member) (5 mins)

Committee members will be R. Taylor, T. Atwal and A. Singh

Members will meet in July to finalize the mid-year review

7:38pm

7. New Business

a) 2025 Preliminary Budget Discussion (15 mins)

T. Kyle provided background information for the preliminary budget

Staff will continue to work with City of Brampton finance to develop the final budget submission to Council

M. Ben noted a value error in the report which will be corrected

R. Taylor questioned if there are any considerations that are required regarding the Centre for Innovation (CFI)

T. Kyle confirmed that the Library will be re-engaged in the fall once an architect is secured and that there are no additional requirements at this time

Councillor Vicente recommended T. Kyle work with City staff to prepare a presentation to the Board in the fall regarding information on the CFI. He asked that both Board Councillors be copied on the request.

Received

Motion to receive the report moved by A. Singh

Seconded by D. Jones

CARRIED

b) Cyber Security Report Update (10 mins)

J. Baty confirmed that this was a high level summary to be received in open session

He confirmed that ongoing risk assessments will be conducted once during each Board term

Motion to approve recommendations moved by N. Russell

Seconded by M. Ben

CARRIED

Motion to receive report moved by T. Atwal

Seconded by A. Singh

CARRIED

c) Summer Board Meetings (5 mins)

Received

d) Annual Training for Library Board Members

T. Atwal recommended that the Library Board participate in a 1.5 hour Strategy Session during the summer

Board members agreed and the Chair tasked T. Atwal with following up with regarding dates and times

e) Collision Conference

N Russell asked how Brampton Library was represented at the conference

S. Uttangi responded that J. Dickenson attended the conference for 2 days including participating in workshops and The Gathering

f) Director's Insurance

M. Ben requested a summary of the insurance coverage and confirmed that past Library Board members are removed from the coverage at the end of their term

T. Kyle will provide an update at a fall meeting

8:08pm

8. Standing Items

a) Member Roundtable (10 mins)

Board members shared reading materials, visits to external facilities, and programs they participated in

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

8:19pm

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

Artist in Residence

R. Tailor encouraged Board members to participate in the workshops

Summer Reading Club

R. Tailor encouraged Board members to sign-up for the reading clubs which are open to all ages

T. Kyle confirmed that registration is extremely high with a new online platform to help facilitate easy access

b) Marketing & Communications Update - June 2024

c) Final 2023 Audited Financial Statements

- d) From City of Brampton City Clerk's Office re: Receipt of Quarterly Update presentation to Committee of Council on April 24, 2024
- e) From City of Brampton Committee of Adjustment re: Public Meeting Notice pertaining to Application for Minor Variance

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

8:25pm

Motion to move to Executive Session moved by MR

Seconded by TA

CARRIED

11. Executive Session (30 mins)

- a) Approval of Executive Session Minutes
- b) Proposed or pending acquisition or disposition by the Board
- c) Matters arising regarding an identifiable individual

8:40pm

12. Adjournment

Motion to adjourn meeting moved by N. Russell

Seconded by D. Jones

CARRIED