



# Minutes Brampton Library Board

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**Tuesday September 24, 2024**

**Meeting: 6:00pm – 8:00pm**

**Virtual Zoom Meeting**

BOARD: M. Ben - Vice Chair T. Atwal  
N. Dhaliwal D. Jones  
N. Kaur Brar M. Rathod  
N. Russell P. Vicente

REGRETS: R. Tailor - Chair A. Singh

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  
A. Clarke, Coordinator, Performance Measures & Data

GUESTS: 3

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6:01pm

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.

M. Ben assumed the position of Chair in R. Tailor's absence  
He welcomed everyone back from the summer break

2. Approval of Agenda:

a) N. Russell requested that 9d) OLS Program be pulled

Motion to adopt Agenda moved by D. Jones

Seconded by M. Rathod

CARRIED

3. Declarations of conflict of interest: None

4. Adoption of Minutes - June 25, 2024

Motion to adopt minutes moved by M. Rathod

Seconded by N. Russell

CARRIED

6:05pm

5. Presentations

- a) 2024 Q2 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 a brief overview of the presentations

A. Clarke clarified the market penetration percentages including the age demographics and population density in each area

Received

Motion to receive report moved by T. Atwal

Seconded by M. Rathod

CARRIED

6:25pm

6. Business Arising

- a) South Fletcher's Update & Construction Tender (10 mins)

A two week deadline extension was granted for vendors to submit construction proposals

Motion to authorize staff to proceed with the successful construction vendor once a decision is made with the provision it is within the approved construction budget

Motion moved by D. Jones

Seconded by N. Russell

CARRIED

- b) Claireville Branch Update (5 mins)

Awaiting building permit approval from the City

Landlord is proceeding with work that is not impacted by the pending permit

- c) Service Delivery Review Update (10 mins)

Working with the City on opportunities and new Memorandums of Understanding (MOU's) and Service Level Agreements (SLA)

Report due back to Council in November

M. Ben requested that a future report be brought to the Library Board outlining efficiencies as well as new and updated opportunities

6:30pm

7. New Business

- a) Q2 Financial Statements (10 mins)

J. Simone summarized that the Library is on target for most expenditures as well as confirming a positive variance in regards to the new Claireville branch and the delayed opening status

The surplus from the delayed opening will be used for capital expenditures as per policy

N. Russell asked for clarification regarding filling the Claireville staff vacancies

J. Simone informed the Board that some vacancies have been filled and unfilled positions will follow the established hiring process

What is the plan for investments that are maturing?

J. Simone confirmed the Library would follow established policy guidelines to ensure that there are balanced amounts of long term and short term investments

Received

Motion to receive the financial statements moved by D. Jones

Seconded by N. Russell

CARRIED

6:45pm

#### 8. Standing Items

- a) Member Roundtable (10 mins)

The Board shared their reading items and activities from the summer

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

6:53pm

#### 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) Marketing & Communications Update - September 2024
- c) CEO Summer Update
- d) OLS Public Library Board Program - October 24

N. Russell confirmed that Board members must register for the Board sessions of the conference

#### 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

6:55pm

Motion to move to Executive Session moved by N. Dhaliwal

Seconded by T. Atwal

CARRIED

#### 11. Executive Session

- a) Approval of Executive Session Minutes

- b) Proposed or pending acquisition or disposition by the Board
- c) Matters arising regarding an identifiable individual

7:13pm

12. Adjournment:

Motion to adjourn meeting moved by M. Rathod

Seconded by D. Jones

CARRIED