



Minutes of the Regular Meeting September 27, 2023

*The County of Brant Public Library cultivates inclusivity
and empowers lifelong learning.*

Date: October 25, 2023

Place: Paris Branch

Present: David Bailey, Paula Chorpitta, Nathan Etherington, Fred Gladding,
Amanda Henderson, Jennifer Kyle, Kari Raymer Bishop, Marilyn Sewell

Regrets: Steve Howes

Staff: Kelly Bernstein, Steph Burchill

Call to Order: F. Gladding in the Chair, called the meeting to order at 7:07pm.

Approval of the Agenda

Moved by: N. Etherington

Seconded by: P. Chorpitta

THAT the agenda be approved.

Carried

2022 Library Financial Statements

Heather Mifflin, County of Brant Treasurer and Whitney Dean, CPA from Millards presented the 2022 Library Financial Statements. The County of Brant Library operated within its approved budget for 2022 and ended the year with a surplus of 193,000.

Moved by: A. Henderson

Seconded by: P. Chorpitta

THAT the 2022 Library Financial Statements be approved.

Carried

Declaration of Pecuniary Interest and General Nature of

None

Approval of the Minutes

Moved by: N. Etherington

Seconded by: J. Kyle

THAT the minutes of the September 27, 2023, regular meeting be approved as presented.

Carried

Business Arising

K. Bernstein presented draft 2024 Operating and Capital Budgets. The Operating Budget presented will allow the library to maintain current service levels. The training budget line increase request will allow the library to better meet provincial guidelines for staff development expenditures. The Capital budget includes upcoming planned maintenance and the cost of completing a new master plan and demographic study.

Moved by: P. Chorpitta

Seconded by: K. Raymer Bishop

THAT the draft 2024 Operating and Capital budgets be approved and forwarded to the County of Brant Budget Committee for 2024 budget deliberations.

Carried

K. Bernstein provided a verbal update on the New Main Branch progress.

Consent Items to be Received – Communications

Moved by: M. Sewell

Seconded by: J. Kyle

THAT the October Safety Talk, JHSC Minutes: September 2023, be received.

Carried

Correspondence

Fred Gladding has completed a letter on behalf of the Board to thank former Board Member Linda Tripp for her time and efforts.

Library Board Development

The Ontario Library Service session for Public Library Boards: Stronger Libraries, Stronger Communities video featuring keynote speaker Dr. Kate Graham was shared. Library advocacy and Council pressures were highlighted.

Submissions for Board Development

F. Gladding reminded Board Members that suggestions for Board Development are encouraged and should be submitted to the Chair or CEO for inclusion in the agenda.

Reports

K. Bernstein reported the Onondaga kiosk and pop-up library have seen a substantial increase in use. Program attendance is up significantly with the number of programs being maintained, showing proper targets are being identified. Some Operating Budget lines are being reallocated to better match actual expenditures, for example janitorial costs, which have moved in-house. The budget stands at 65.5% spent. A small year-end surplus is expected. Something for Everyone newsletter was shared. Staffing updates include L. Haskill has welcomed a baby girl and a gift from the board will be arranged. Jeremy Taylor has started in his role as the Makerspace Coordinator and is working on a fully mobile makerspace. The library will welcome back Digital History intern Connor Robinson in November.

P. Chorpitta reported Facility updates.

Moved by: D. Bailey

Seconded by: J. Kyle

THAT the reports be received.

N. Etherington presented draft changes to the Library's Constitution for approval.

Moved by: N. Etherington

Seconded by: P. Chorpitta

THAT the Constitution be approved as presented.

Carried

N. Etherington presented draft changes to the "Emergencies in the Library Policy" and introduced a new "Electronic Monitoring in the Workplace Policy" for approval.

Moved by: M. Sewell

Seconded by: K. Raymer Bishop

THAT the Emergencies in the Library and Electronic Monitoring in the Workplace Policies be approved as presented.

Carried

New Business

K. Bernstein presented a report on 2022 Provincial Statistics. Output measures show that the Library is consistently in the top performers in its comparable population band. Among its typical comparators, CBPL ranks first in four categories: circulation per capita, cardholders as a % of population, visits per capita, and program attendance per capita. When ranked among all

364 library systems in Ontario, CBPL ranks 47th for circulation per capita and 19th for cardholders as % of the population.

Moved by: N. Etherington

Seconded by: P. Chorpitta

THAT the 2022 Provincial Statistics Report be approved as presented, and the CEO be directed to delegate these results to Council at an upcoming meeting.

Carried

Staff development day proposed for Dec 4. Library would close to the public for the day.

Moved by: N. Etherington

Seconded by: A. Henderson

THAT the Library closure on Monday December 4, for staff training be approved.

Council Updates

D. Bailey and J. Kyle shared news and information from Council with the Board.

Next Meeting

November 22, 2023 at 7pm. Paris Branch.

Adjournment

P. Chorpitta moved to adjourn the meeting at 9:54pm.

Meeting adjourned.