

BOARD MINUTES

BOARD MEETING: #21-02

DATE: THURSDAY, FEBRUARY 25, 2021, 7:00PM

LOCATION: [VIRTUAL MEETING VIA ZOOM](#)

Attendees:	A. Mitchell (Chair), M. Sauro (Vice-Chair), S. Morales (Councillor), R. Munro, M. Rao, A. Wiggins, T. Clarke, J. Martin, K. Aylwin (Councillor)
Library Staff:	L. Jessop, K. Barratt, C. Vanderkruys, A. Schroeder, J. Little
Regrets:	
Note Taker:	K. Bouffard

1. Call to Order and Welcome

Guests: D. Connolly and P. Tedford, Georgian College Students enrolled in the Bachelor of Business Administration program.

The meeting was called to order at 7:03pm.

2. Confirmation of Agenda

The agenda was confirmed.

3. Conflicts of Interest

No conflicts were declared.

4. Delegations

There were no delegations.

5. Board Development – Strategic Plan Refresher

The CEO provided a refresher of the 2020-2024 Strategic Plan and the Board discussed key priorities.

Consent Agenda

6. Board Meeting Minutes

7. CEO's Report

8. Financial Progress Report

9. HR Update Report

10. Holly Community Branch Update

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11. Deferred Items

- a. City/Library Service and Financial Efficiencies
- b. Monthly Expenditures for the Personnel & Finance Committee
- c. Financial Migration

Agenda

12. Items held from the Consent Agenda

Motion #21-08 AYLWIN - WIGGINS

THAT the Barrie Public Library Board adopts the consent agenda for Board meeting #21-02 dated Thursday, February 25, 2021 as amended.

CARRIED

13. Amended 2021 Budget

Motion #21-09 RAO - MARTIN

THAT the Barrie Public Library Board approve the revised 2021 budget as per the amendments from City Council. **CARRIED**

14. Report of the Chair – Verbal Report

There is a page on the Hub to summarize and share ideas from the OLA Superconference. The sessions will be available for the next six months.

There are end ticket questions posted on the Hub for Board members to answer at the end of each meeting. This will help to make future meetings more efficient.

To improve meeting decorum, Board members are encouraged to raise their virtual hand when requesting to speak and to avoid using the chat as it can be difficult to read during discussion.

The Chair reminded Board members that they are all invited to each committee meeting. This is the best time to dig into items for discussion. The Chair encouraged everyone to attend meetings and participate in discussion there.

15. Economic Impact Study

K. Barratt provided highlights of the report. The report will be posted on the Library's website and can be used during budget discussions.

16. Annual Statistics Report

K. Barratt provided highlights of the report. This is our first annual statistics report. This report replaces the monthly stats and is in addition to the new quarterly reports.

17. Public PC and Print Management Hardware

Motion #21-10 MUNRO - SAURO

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THAT the Barrie Public Library Board approve the transfer of up to \$24,000 from the Technology Reserve to update the systems that support Public PC Reservation and Print Management. CARRIED

18. Board Committees

18.1 Community & Governance Committee

18.1.1 Policy Revisions

Motion #21-11 SAURO - MUNRO

THAT the Barrie Public Library Board approve the new *Human Resources - Staff and Volunteer Accessibility Policy*, revisions to the *Accessibility in the Library Policy* (previously *Accessibility Policy*) as amended and *Policy Development Policy* and repeal the *Human Resources - Employee Accommodation Policy* as recommended by the Community & Governance Committee. CARRIED

18.1.2 Potential H-Block Redevelopment

Councillor S. Morales brought to the Board's attention that the H-Block parking lot may be added to the City's surplus list. This proposal does not include the lot the Library building is on.

This item will be added to the Board's deferred items list to keep it top of mind.

18.2 Personnel & Finance Committee

18.2.1 Policy Revision

The committee will need to meet in March to discuss the *Procurement Policy*.

Motion #21-12 AYLWIN -WIGGINS

THAT the Barrie Public Library Board approve revisions to the *Corporate Credit Card Policy – Appendix A* as recommended by the Personnel & Finance Committee.

THAT the Barrie Public Library Board direct the CEO to prepare a draft *Financial Control Policy* as recommended by the Personnel & Finance Committee. CARRIED

The Terms of Reference for each Committee have been removed from the Bylaws. Committee Chairs should meet to review and revise them.

19. Closed Meeting

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Public Libraries Act – Section 16.1(4) (d) labour relations or employee negotiations and (b) personal matters about an identifiable individual.

Motion #21-13 WIGGINS - RAO

THAT the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns labour relations or employee negotiations and personal matters about an identifiable individual (Public Libraries Act Section 16.1(4)(b)(d)). CARRIED

This portion of the meeting was a closed session.

19.1 Closed Meeting Board Meeting Minutes

19.2 Job Description Review

Rise and report

Motion #21-14 AYLWIN - MARTIN

THAT the Barrie Public Library Board adopt the minutes of closed meeting #21-01 dated Thursday, January 28, 2021 as amended. CARRIED

Motion #21-15 SAURO - AYLWIN

THAT the Barrie Public Library Board accept the Job Description Project report for information and request that the CEO and Manager of Human Resources provide a more detailed report by May of 2021 on the potential implications of completing the joint job evaluation process in 2021 including the risks and the benefits to the Barrie Public Library. CARRIED

20. Date of Next Board Meeting

Thursday, April 22, 2021 7:00pm, Virtual Meeting

21. Adjournment

The meeting was adjourned at 9:58pm