



Minutes Brampton Library Board

**Tuesday, September 25, 2018
7:00pm – 9:00pm
Four Corners Branch
2nd Floor Room**

BOARD: J. Massey-Singh (Chair) K. Hay (Vice-Chair)
J. Awde M. Ben
K. Ladak R. Bunn
C. Phung M. Palleschi (to 7:30pm)

REGRETS: P. Waters D. Whillans

STAFF: R. Raven, Chief Executive Officer
J. Baty, Director, Innovation & Technology
J. Simone, Director, Business Management & Operations
J. Andrews, Director, Community Engagement & Partnerships
S. Bartoletta, Director, Branch & Neighbourhood Services
M. Kwok, Executive Assistant to CEO
J. Dickenson, Manager, Marketing & Communications
E. Stepanian, Librarian, Digital Strategies
J. Omstead, Branch Manager, Mount Pleasant Village

1. Call to Order: 7:00pm

2. Approval of Agenda:

Motion to approve agenda moved by M. Palleschi
Seconded by M. Ben
CARRIED

3. Declarations of conflict of interest:

None

4. Adoption of Minutes from June 26, 2018

- Received

Motion to receive minutes moved by R. Bunn
Seconded by K. Ladak
CARRIED



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5. Consent Agenda

- a. Report of the Chief Executive Officer
 - Received

6. New Business

- a. 2018 CEO Workplan Update
 - J. Massey-Singh acknowledged the density of the past year's successes and the increase in respect of Brampton Library in the Library industry
- b. New Policy Approvals
 - i. Operating Reserve Policy
 - Motion to approve Policy moved by K. Ladak
 - Seconded by R. Bunn
 - CARRIED
 - ii. 3D Printing Policy
 - Motion to approve Policy moved by M. Palleschi
 - Seconded by K. Hay
 - CARRIED
- c. Ontario Public Library Week - Event Overview & Customer Appreciation Sign-up
 - R. Raven requested that Board members sign-up for a time and location for Customer Appreciation Day
- d. SOLS Trustee Meeting - Saturday, November 10; 10am - 1pm
 - R. Bunn, M. Ben and J. Massey-Singh indicated they would attend the SOLS meeting
- e. CUPE Contract Ratification Update
 - Received
 - Motion to endorse the ratified contract moved by C. Phung
 - Seconded by J. Awde
 - CARRIED
- f. Q2 Financial Results
 - Received
 - Motion to receive the Q2 Financial reports moved by R. Bunn
 - Seconded by K. Ladak
 - CARRIED

- g. Staff Day - 2018 Service Awards**
 - An invitation was extended to Library Board members to participate
- h. December Holiday Meeting Date**
 - Board members agreed to December 11 as the final meeting of 2018

7. Discussion Items

- a. Library Board Transition Planning**
 - i. Leadership by Design - Featured Learning Moment
 - ii. Leadership by Design - Module 5: Legacy and Succession
 - iii. OLA Trustee Boot Camp Presentation - Passing the Torch
 - iv. OLBA - Recruiting New Public Library Board Members
 - v. OLBA - Public Library Board Legacy Template
 - M. Ben recommended using the legacy template
 - K. Hay recognized that there will be a lot of changes at all levels including board, council and provincial representatives
 - J. Massey-Singh acknowledged that there is an opportunity to establish a sub-committee to investigate the following:
 - recruit for diverse professional backgrounds in candidates
 - determine how to recruit through board member networking with business colleagues/friends; potential info sessions for interested parties; social media / in branch
 - establish expectations for candidates
 - determine if there is a potential for the current Board Chair and the CEO to assist with the candidate interview process
 - M. Ben recommended that a shortlist of applicants attend a board meeting to determine if this is a good fit and for both parties to make an informed decision
 - M. Ben recommended that there be more education and involvement in LearnHQ
 - take the courses, webinars or have breakout sessions outside of the regular board meetings
 - J. Massey-Singh acknowledged the need to ensure that the momentum is maintained and new members are up to speed as quickly as possible
 - M. Ben recommended that having a formal Board workplan to work towards during their term which would be reviewed regularly by members to gauge success and improvement opportunities during their term
 - A sub-Committee was established comprising of K. Hay, J. Massey-Singh and M. Ben
 - The goal is to set milestones and direction for the new Board
 - Findings will be presented to Board members at an upcoming meeting
- b. Municipal Elections - Board engagement**
 - i. Candidates Letter

- ii. Frequently Asked Media Questions
- iii. Letter to the Editor
- J. Massey-Singh to develop candidate questions - post responses in the branches / Social Media for the community; will circulate to team and secure responses
 - asking for suggestions / questions to be sent him

8. Information Items

- a. Thanksgiving Day Closure Motion
 - Received

- b. Gale Course Review
 - Received

- c. MPP Congratulatory Letter
 - Received

- d. Toastmasters Thank You Letter
 - Received

- e. The Guardian (UK) Article - *'Everybody fits in': inside the Canadian cities where minorities are the majority*
 - Received

Motion to move to Executive Session moved by M. Ben
Seconded by C. Phung
CARRIED

9. Executive Session:

- a. Approval of minutes from June 26, 2018
- b. Discussion pertaining to an identifiable individual

10. Adjournment: 9:15

Motion to adjourn meeting moved by R. Bunn
Seconded by J. Awde
CARRIED

11. Upcoming Special Events (Events to which Library Board members are invited):

- a. Customer Appreciation Day: Sunday, October 14, 1:00pm - 5:00pm
- b. Ontario Library Week: October 15 - 21
- c. SOLS Board Trustee Meeting: Saturday, November 10 @ Idea Exchange - Old Post



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Office Branch, 12 Water Street South, Cambridge

d. Service Awards - Staff Day 2018: Monday, November 12, 3:30 pm - 4:30pm

12. Upcoming Meetings:

Meetings are held at Four Corners Branch in the 2nd Floor Boardroom unless otherwise specified below:

Tuesday, October 23, 2018

Tuesday, November 27, 2018

Tuesday, December 11, 2018