



Minutes of the Regular Meeting April 23, 2025

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

Date: April 23, 2025

Place: St. George Branch

Present: John Bell, Paula Chorpitta, Nathan Etherington, Fred Gladding, Amanda Henderson, Steve Howes, Jennifer Kyle, Marilyn Sewell

Regrets: Kari Raymer Bishop

Staff: Kelly Bernstein, Steph Burchill

Call to Order: F. Gladding, in the Chair, called the meeting to order at 7:00pm.

Approval of the Agenda

Moved by: N. Etherington

Seconded by: S. Howes

THAT the agenda be approved as amended.

Carried

Declaration of Pecuniary Interest and General Nature of

None

Approval of the Minutes

Moved by: M. Sewell

Seconded by: J. Kyle

THAT the minutes of the March 26, 2025 Regular Meeting be approved as presented.

Carried

Business Arising

K. Bernstein presented the draft 2024 Annual Report for approval.

Moved by: N. Etherington

Seconded by: A. Henderson

THAT the 2024 Annual Report be approved and that K. Bernstein and F. Gladding present the report to Council prior to July 2025.

Carried

Consent Items to be Received – Communications

K. Bernstein shared that compliance with workplace inspections is 100% for our own facilities. Onondaga operates in a weekly room rental and as Library Staff are not responsible for it, are unable to conduct workplace inspections. Despite repeated clarifications to the County, the listing of accountability to the JHSC has not yet been updated.

Moved by: P. Chorpitta

Seconded by: S. Howes

THAT the April Safety Talk, JHSC Minutes: March 2025, Letter of interest to County of Brant re. Wingbury Proposal and Letter of thanks to David Bailey be received.

Carried

Library Board Development

F. Gladding and N. Etherington shared information about the Ontario Library Association and the Ontario Library Service and the value of the information and education options available.

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 presented March 2025 Output Measures, which show an overall increase in circulation in both physical and online materials. An increase in Hoopla spending has allowed more patrons to borrow and reduced the number of times the daily cap has been reached. Online engagement metrics show a 25% increase in Instagram use and a decrease in the use of Facebook and X (Twitter).

K. Bernstein reviewed the monthly Statement of Operations. At the end of the first quarter, 20% of the operating budget has been spent. K. Bernstein noted that any budget lines already 100% spent are generally due to upfront costs for the year paid in January.

The “Something for Everyone” newsletter, which highlights upcoming library programs, was distributed to Board members.

P. Chorpitta reported updates on behalf of the Facility Committee.

Moved by: S. Howes

Seconded by: J. Kyle

THAT the reports be received as presented.

Carried

N. Etherington presented draft changes to Personnel Policy Sections F and G, and policies LS15: Meeting Rooms, LS17: Local History, LS18: Safety of Children, and presented a new policy LS:34 Scent Free Policy for approval.

Moved by: N. Etherington

Seconded by: M. Sewell

THAT Personnel Policy Sections F and G, and policies LS15: Meeting Rooms, LS17: Local History, LS18: Safety of Children, and new policy LS:34 Scent Free Policy be approved as presented.

Carried

New Business

K. Bernstein presented Report 4-23-25: Consultant Selection for Paris Branch studies for approval.

Moved by: M. Sewell

Seconded by: P. Chorpitta

THAT Report 4-23-35 Consultant Selection for Paris Branch Studies be approved, and that the Library Board engage LGA Architectural Partners (LGA) to conduct a needs assessment and site study for a proposed new Paris Branch at a cost of \$32,000.00 plus an expense allowance with an upset limit of \$6,400.00, for a total maximum cost of \$38,400.00 plus HST.

Carried

Next Meeting

Wednesday, May 28, 2025, 7pm at the Burford Branch.

Adjournment

N. Etherington moved to adjourn the meeting at 8:26pm.

Meeting adjourned.

Council Updates

J. Bell, J. Kyle and S. Howes shared updates from Council.