



35 Alice Street, P.O. Box 129

Brighton, ON K0K 1H0

613-475-2511

Minutes for the regular meeting of the Brighton Public Library Board for April 5, 2023 at 6:30 pm held in-person at 35 Alice.

Present: Johanne Seccareccia, Councillor Wright, Councillor Rowley, Heather Ratz (CEO, Treasurer, Secretary), Andrea Mensen, Shirley Coveney, Parise Herbert, Beth Bruder, Rick Hill, Catriona (Tina) May, Penny Kingyens (Children's Librarian, Recording Secretary), Bob Burke (former Board Chair)

Absent:

1. Call to order at 6:30pm by Heather.
2. Approval of agenda –

Moved by Parise, seconded by Councillor Wright that the Board adopt the agenda. Carried.

3. Meet and Greet

As this was the first meeting of the new Board, Heather invited members to introduce themselves to the group, sharing anything they thought the Board might like to know.

4. Orientation with former Board Chair, Bob Burke & CEO Heather Ratz

In accordance with policy GOV-02, Heather and Bob provided an orientation to the new Board.

Bob provided a short history of the Board and its relationship with the Municipality of Brighton and with Council. He emphasized that the Board is not an operational board and that Heather runs the day-to-day operations of the Library. He expressed that he believes Heather and the staff are doing a terrific job and he wished the new Board well.

Heather provided a PowerPoint presentation to help walk the Board through some of the basics. She reviewed the Library's Vision, Mission

and Values statements and encouraged the Board to always keep them in mind. She emphasized the importance of intellectual freedom in library services as libraries are seeing more and more challenges to materials. She shared an organizational chart in the form of a circle and emphasized that she believes leadership happens at every level. Heather drew attention to some important Board documents. Board policies are foundational documents that members should be familiar with and review on a regular basis. The Board should be familiar with the Strategic Plan and be prepared to work on a new one in year two. The Public Libraries Act governs Public Libraries and Board members were encouraged to become knowledgeable about it and refer to it as needed. Heather directed members to "Cut to the Chase" and "10 Things to Know" found in their binders and the Governance Hub on the OLS website. She reviewed the annual fiscal cycle of the Library and Bob emphasized that the Board is responsible for the budget and how money is spent. Heather presented what the Board could expect from the CEO and opened the floor to questions.

Bob left the meeting at 7:00pm.

5. Election of Officers

- a) Board Chair – term of the Board – Johanne was nominated for the Board Chair position. No others names were put forth. Johanne accepted the nomination and was elected.

Moved by Shirley, seconded by Councillor Rowley to approve Johanne Seccareccia as the Board Chair. Carried.

- b) Vice Chair – 1-year term – Rick was nominated for the Vice Chair position. No other names were put forth. Rick accepted the nomination and was elected.

Moved by Councillor Rowley, seconded by Shirley to approve Rick Hill as the Vice Chair. Carried.

Newly elected Chair, Johanne, took over chairing the meeting, assisted by Heather.

6. Approval of Minutes from:

- a) Regular meeting of Nov 23, 2022

Moved by Rick, seconded by Shirley. Carried.

7. Board Committees – Heather noted that the CEO sits on all committees, with the exception of the CEO Evaluation. At least two other Board members are required for each committee.

- a) Policy – Rick reviewed the time commitment and general schedule of reviewing the policies. Rick, Councillor Rowley, Tina and Johanne will form this committee.
- b) CEO evaluation – Parise, Councillor Wright and Johanne will form this committee.
- c) Brighton Digital Archives (BDA) – This is a new committee of the Library Board. Current BDA Chair, Beth Bruder, gave an overview of the work the BDA does and talked briefly about the budget. Beth, Heather and Andrea will form this committee, along with current public members, Catherine Stutt and Ralph de Jonge.

Moved by Rick, seconded by Parise to accept the formation of these committees as listed above. Carried.

8. Financial Report – Heather explained the financial reports that she brings to each meeting of the Board.

- a) Balance Sheet & Budget vs Actual:
 - 1. Year ending Dec 31, 2022 –

Balance Sheet – Heather identified line 1050 – General Operating as the library bank account; line 1100 – Bank Restricted Funds as the GIC's; line 1150 – Petty Cash as the

\$40 float for Brighton and \$10 float for Codrington. Line 1700 – Current Year Books budget was \$80,000 in 2022.

Profit & Loss – Line 5450 – Professional Fees - Heather noted that we have not received the invoice for the audit but the estimate is \$2500. Line 5675 - HST Expense – This is shown on the Balance Sheet

2. Jan 1 to Feb 28, 2023 –

Balance Sheet – Heather noted that line 1700 – Current Year Books, reflects the amount rolled over from last year, plus expenditures for this year. This will be updated when the audit is complete.

Profit & Loss – Heather explained that the middle budget column reflects the year to date amount that is budgeted for. Line 4250 – Municipality of Brighton reflects an advance for Quarter 1 of 2023. Line 5460 – Book Keeping Services is over budget due to increased time working out the new payroll system with Quick Books entries. Heather drew attention to the largest expenses being line 66000 – Payroll Expenses.

Moved by Beth, seconded by Shirley to accept the monthly financials as presented. Carried.

b) 2023 Draft Budget - overview

This draft budget was approved by the previous Board and went to Council in Nov 2022. Heather explained several budget lines including Municipality of Brighton Space and Services, Interlibrary loan postage reimbursement, Reserve Funds and funding from the Province and OLS. The Municipal budget has been passed. There was some discussion about there likely being some significant changes to Development Charges but it relies on the Province to finalize Bill 23. Heather noted that there is \$20,000 in reserve from Development Charges that we asked to be withheld in 2021. This money may be used if there is a reduction in DC funds this year.

c) Signing Officers – removal and addition – The CEO and Assistant Librarian are signing officers as well as two Board members.

Moved by Councillor Wright, seconded by Shirley to remove Bob Burke and Murray Workman as signing officers. Carried.

Moved by Parise, seconded by Shirley to add Johanne Seccareccia and Rick Hill as signing officers. Carried.

9. CEO Report

a) 2022 - A Year in Review – This was included in the Board package. There were no questions about this report.

b) Jan-Feb 2023 – Heather briefly reviewed her report, including changes in staffing and Codrington hours. She highlighted the wide variety of programs and initiatives led by a number of different staff. Heather noted the decrease in circulation from January to February in Brighton and explained that it was likely the increase in January as people were returning to the library after the holidays. In Codrington, circulation increased as did program attendance numbers overall.

Moved by Councillor Wright, seconded by Councillor Rowley to accept the CEO Report as presented. Carried.

10. Correspondence - none

11. Report from Council Reps – Councillor Rowley & Councillor Wright –

Municipality of Brighton has passed their budget and is waiting for Northumberland to pass their tax bylaw to finish taxes.

12. Other Business – Heather asked about the Chamber of Commerce presentation to Council. Heather was approached about the library becoming a member but has not received any further information.

Beth had questions about the difference between the BDA budgeted amount (in the library budget draft) and what their previous arrangement

was with the Municipality. An email from Linda Widdifield directed the BDA to deal with her regarding any expenses and previous business.

Heather reminded the Board that all members must take the customer service module of Access Forward (or equivalent) to meet the requirements of the AODA. Please send certification to Heather.

Heather asked if the Board would like to continue meeting at 7pm, as the previous Board did, or meet earlier, at 630. The consensus was to meet at 7pm.

Heather brought up the Codrington Community Association meetings and how they have requested representation from the Board. Councillor Rowley is the municipal rep at the meetings so library reports can be sent to her.

13. Adjourn –

Moved by Johanne, seconded by Shirley to adjourn at 8:20 pm.

Next scheduled Library Board Meeting April 26, 2023 at 7:00 pm in the Library or at the discretion of the Chair.


Johanne Seccareccia

Board Chair



Heather Ratz

CEO/Secretary/Treasurer