



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 May 3, 2023 at 7:00 pm held in-person at 35 Alice St.

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

Absent: None.

1. Call to order at 6:56 pm by Johanne.
2. Approval of agenda –

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

3. Approval of Minutes from:
Regular meeting of April 5, 2023.

Moved by Rick, seconded by Councillor Rowley that the Board approve the minutes. Carried.

4. Orientation – BPL website and OLS website – Heather walked the Board through the BPL website, giving a general review of its features. She highlighted the widget, the newsletter and donation buttons at the top, as well as, where to browse our catalogue, log in to an account and look for events. She showed the drop down menu items along the top of the site and highlighted the accessibility features of the website. Heather also explained the Website Content Accessibility Guidelines (WCAG) label at the bottom of the main page. She encouraged the Board to spend some time becoming familiar with all of the features of www.brightonlibrary.ca

Heather reviewed the Ontario Library Service (OLS) website with an emphasis on those items pertaining to the Library Board. Resources on the site include the Governance Hub, which provides legislative context, Board training, information about the roles of the CEO/Library Board, as well as, guidance regarding the 4-year Board cycle. Heather informed the Board that the OLS and libraries are partially funded by the Ministry of Heritage, Sport, Tourism and Culture Industries.

5. Financial Report – Heather

- a) Balance sheet to March 31, 2023 – Heather highlighted that line 1050 – General Operating has gone up significantly since March 31 as municipal funding has been received. She reminded the Board that Total Fixed Assets includes the carry over from last year. This will be updated once the audit is complete.
- b) Profit Loss Budget vs Actual to March 31, 2023 – Heather informed the Board that line 4250 – Municipality of Brighton and 4255 – Development Charges will show a large increase in the next report now that the Municipality has released funds. She noted that the Development Charges amount is more than anticipated due to the amount in reserves. This reserve amount was requested and received. Heather noted that she has received the auditor’s invoice for the 2021 audit. Line 5400 – Professional Development – Tina asked why this budget was over by so much this early in the year. Heather explained that the OLA Super Conference is held at the beginning of the year and it is our biggest PD expense. She also reminded the Board that the Budget column represents the year to date amount, not the whole year. The Board discussed the layout of the report and decided they would like to see a different layout that includes the budget for the full year.

Moved by Rick, seconded by Tina that for future reports, Heather change the Budget column of the Profit & Loss Budget vs. Actual report to reflect the entire year. Carried.

- c) Financial updates – Heather reported that the 2022 audit is still underway. The auditor contacted her last week to discuss an issue that has been identified. In the past, line 1710 – eResources has been listed under Fixed Assets but given that these are only temporary resources (example; annual subscriptions to digital resources), they are not considered fixed assets. We do not own them. This will be rectified and direction on how to proceed going forward has been given.

In 2021, we did not need the full Development Charges funding so \$20,000 was set aside in municipal reserves. A new study/by-law/calculation is coming soon so it was recommended that the Board receive and use these funds this year, so they don't lose them. Development Charges funding must be used for acquisitions. Heather asked Linda for a definition of this. Does it have to be physical items or do e resources qualify? Linda has asked the consultant and is awaiting an answer. Councillor Rowley asked whether the \$20,000 could be retained in a Board restricted reserve and used as needed. Heather replied no.

- d) Short-term GIC recommendation – Heather informed the Board that in the past, once the municipal funding is received, the Board has directed her to put some of the funds into a short term GIC, as the entire amount is not needed at this time. Last year, the GIC made \$441 in interest. Heather recommends using no more than \$100,000.

Moved by Rick, seconded by Parise that Heather purchase a short term GIC, in an amount not to exceed \$100,000. Carried.

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

- 6. CEO Report – March 2023 – Heather drew attention to the many programs and initiatives that were led by Library Staff members. They included a Drum Circle, Lego Kits, a Seed Library, Dan Buchanan's talk, Kindred Spirits music event and a number of activities for students over March Break. International Women's Day was supported as well. Brighton's circulation stats increased 18% from February to March while Codrington's was down 34%, which for a small branch it only takes a small difference in checkouts to constitute a large percentage. Program attendance increased 106% from February to March.

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

7. BDA

- a) Committee report – Beth reported that the committee met last month and the draft minutes were forwarded to the Board in advance. Beth informed the Board that revising documents for the new structure of the

committee under the Library Board has been a challenge. The BDA is in the process of collecting some local Indigenous history. They have contacted Chief Mowat of Alderville First Nation and Mayor Ostrander about this endeavor. Moving forward, the Board will not require a report, only the final minutes to go out with the Board package a week in advance.

- b) Link on BPL website – The Board discussed placement of the BDA logo as a button linked to the BDA website. Heather will ask Brian Heenan if CBC Corner can be removed to make room on the main page. A link under Digital Library and Services will also be requested. Heather will report to the Board at the next meeting.

- c) Terms of Reference – NA until May 24 – Rick and Heather will review before the final is sent with the Board Package.

- d) BDA letterhead – The final draft will be sent with the May Board package.

- e) BDA Forms – The Board asked that the BDA Chair, as a representative of the Library Board, be the official signatory on all forms for the BDA. The final draft of documents listed below will be forwarded to Heather and included in the May Board package. These need Board approval.
 - Deed of Gift
 - Lending
 - Permission to Publish
 - Personal Appearance Release
 - Publication and Credit
 - Temporary receipt
 - Expense report

- 8. Food and drink in the library – Heather was approached by Manager of Operations, Danny Blatenszky and they met to discuss the garbage in the lobby, food and drink in the library and the extra work for the cleaner. Heather noted that staff do what they can to monitor food and drink in the library and use their discretion when asking someone to leave. The lobby is a shared space and while staff can keep an eye on it, they cannot police it all the time. The Board discussed the issue of primarily teens leaving a mess for the cleaner in the mornings and decided to leave the food and drink policy as is. The Board suggested that Heather get in touch with Danny and suggest a garbage/recycling centre and signage asking the public to use the lobby space responsibly.

9. Correspondence – Tiffany Fox contacted Heather to ask if the Library would participate in the Children’s Village at Applefest this year. The Library is typically closed for the day since it is very difficult to access the Library and parking lots.

Moved by Shirley, seconded by Tina that the Library close on the Saturday of Applefest, Sept 23, 2023. Carried.

10. Report from Council Reps – Councillor Rowley & Councillor Wright – Councillor Wright confirmed that the BDA will receive the \$1300 shortfall that should have been included in the 2023 draft budget that went to council. That brings the total BDA funding amount to \$15,000 for this year. She informed Beth that there was no need for an agreement between the municipality and the BDA since the BDA is now a committee of the Brighton Public Library Board. Heather noted that according to the Public Libraries Act, committee meetings must be open to the public and advertised as such, if the committee is comprised of at least 50% Board members. Therefore, the BDA does not need to make their meetings public. In the future, the Board needs to approve committee members and membership opportunities will be advertised yearly.

The municipality will fly a Pride flag for Pride Week, June 4-11th. Two community members are leading a pop-up event in the park on June 11th. The municipality is creating a Flag Policy to ensure that they are able to include as many groups as possible during any given month. Councillors also informed the Board that the municipality will fund \$85,000 for Smithfield Public School’s playground.

Moved by Beth, seconded by Rick to accept the report from Council Reps. Carried.

11. Other Business – Johanne noted that the BDA will be accepting a Brian Todd Memorial Community Fund grant at the Community Centre May 29th at 7pm. Johanne, Andrea and Parise will attend. Rick advised the Board that there would be policy reviews early in June and ready for the June meeting.

12. Adjourn –

Moved by Johanne, seconded by Andrea to adjourn at 8:47 pm.

Next scheduled Library Board Meeting May 24, 2023 at 7:00 pm in the Library or at the discretion of the Chair.



Rick Hill

Acting Chair



Heather Ratz

CEO/Secretary/Treasurer