



**MINUTES for the regular meeting of the Brighton Public Library Board for March 22, 2017 at 7:00pm held in the Brighton Public Library.**

**Present:** Murray Workman (Interim Chair), Councillor Brian Ostrander, Erin Alexander, Erica Larmer, Sandi Zwaan, Heather Ratz (Acting CEO), Robert Janiga (Recording Secretary – Staff),

**Regrets:** Bob Burke, Peter Starbuck, Mary Tadman, Jane Baier

1. Call to Order – 6:55 pm
2. Approval of the agenda—**Moved by Councillor Ostrander, Seconded by Erin**—That the Board adopts the March 22, 2017 Agenda, **carried.**
3. Approval of Minutes from regular meeting of February 22, 2017—**Moved by Erin, Seconded by Sandi** —That the Board accepts the Minutes from February 22, 2017, **carried.**
4. Financial Report
  - a. Profit/Loss & Balance – No discussion took place regarding the financials for February. **Moved By Erin, Seconded by Erica**—That the Board accepts the financial statements from February 2017, **carried.**
  - b. Audit – financial statements for approval. Heather mentioned that the audit is still in progress. **Moved by Erica, Seconded by Sandi**—That the Board accept the Audited Financial Statements for the year ended December 31, 2016, **carried.**
  - c. Bookkeeper – BPL’s bookkeeper, Linda Alkenbrack, retired in March. BPL has hired a new bookkeeper, Lorraine Stratton, who will start on March 24, 2017.
5. CEO Report
  - a. February 2017 – Heather mentioned that February was a busy month at BPL as we celebrated Black History Month, First Nations Public Library Week, Freedom to Read Week and the recent publication of local authors. BPL was also pleased to participate in Brighton One Five Oh, an annual history event, by hosting a pop-up library. Lastly, Heather and Mellissa attended the annual OLA Super Conference in Ontario.
  - b. Library as Place – the Board discussed the possibility of sending board members and/or staff to the Annual Institute on the Library as Place, which provides learning opportunities for the library, municipal, design and architect sectors to learn more about the physical space of libraries. This year’s theme is The Mindful Library in the 21<sup>st</sup> Century. Murray directed Heather to review the

budget to see about sending three people. Heather informed him that \$5,000 has been allocated to staff development. Murray suggested that the decision be made at the Board's meeting in April.

**Moved by Councillor Ostrander, Seconded by Erin—**That the Board defer its motion on expensing funds for the Annual Institute on the Library as Place to its meeting in April, **carried.**

- c. **First Nation Public Libraries –** Heather noted that two libraries have been identified for BPL to sponsor for membership into the Federation of Public Libraries: Chippewas of Kettle and Stony Point First Nation Public Library and M'Chigeeng First Nation Public Library. She has contacted both to let them know that BPL is excited to partner with them.
6. **Annual Trash Bash Fundraiser –** Erin explained that BPL participated in this fundraising event last year. The library earned \$40 for every km of trash it picked up in Northumberland County. It took a couple hours and it raised about \$400. The Board has decided to participate in this again. Erin will take the lead.
7. **Codrington Community Association –** The library used to have a consistent representative at the monthly CCA meetings. As of late, the Board has not had a representative attend meetings in a frequent manner. Discussion took place about whether a Board member should attend the meetings on a monthly or quarterly basis. Heather will contact the Chair of the CCA (Terrence Brooks).

**Moved by Erica, Seconded by Sandi—** That the Board send a representative to attend the Codrington Community Association meetings on a quarterly basis, **carried.**

8. **Correspondence –** No correspondence received
9. **Report from Council Representatives—** Councillor Ostrander noted that the budget has been passed, which includes the \$1 M allocated to the library expansion. Discussion took place about the status of the architect's drawings. Councillor Ostrander that he would follow up with Municipal staff and report back to the Board in April.
10. **Other Business –** Board members were pleased with the letter that Murray and Heather drafted to thank Mayor Walas and Municipal Council members for the budget that was passed and their consideration of the Municipality as a whole and the library.

- In April, the meeting will take place on the 3<sup>rd</sup> Wed instead of the 4<sup>th</sup>.

- Heather noted that from Mar 23 – Apr 21 BPL is a public review location for the Design and Construction Report (DCR) for Hwy 401 & County Rd 30.

**Moved by Erin, to Adjourn the meeting at 7:42 pm, carried.**

Next scheduled Library Board meeting set for April 19, 2017 at 7:00 p.m. in the library or at the discretion of the Chair.

Murray Workman  
Interim Board Chair

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Heather Ratz  
Acting CEO, Secretary, Treasurer

*Heather Ratz*