



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 January 24, 2018 at 7:00pm held in the Court Waiting Room.

Present: Bob Burke (Chair), Mellissa D'Onofrio-Jones (CEO), Erin Alexander, Erica Larmer, Jane Baier, Peter Starbuck, Murray Workman, Sandi Zwaan

Regrets: Councillors Mary Tadman and Brian Ostrander

1. Call to order at 7 pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Erica** – that the board adopts the agenda, **carried**.
3. a) Approval of minutes from regular meeting November 22, 2017 – **Moved by Jane, Seconded by Murray- carried**.
b) Approval of minutes from Special Meeting January 4, 2018 – **Moved by Erica Seconded by Peter, carried**.
4. Financial Report: After some clarification regarding item 5390 and 4225 the report was approved in a motion **Moved by Jane and Seconded by Murray, carried**.
5. Library Expansion:
 - a) Construction Timeline: Mellissa gave an update on the current progress adding that, although many books had been signed out for temporary storage, there would still be a substantial number of items requiring storage.
 - Mellissa is currently using, as her office, a space in the former Health Department area that will ultimately become her actual office.
 - Renovation timelines require the area currently used by BPL on the main level must be vacated by March 5th with the potential to return to that area on April 9th and at a later date move some materials back to the Health Department area. After much discussion regarding the disruptions to service and the amount of work involved it was decided to pursue one of two alternative arrangements as outlined in the "Renovation Timeline" document.

It was moved by **Murray and Seconded by Erica** that we proceed with Option 2 and that the BPL Board authorize Mellissa and Murray to enter into a lease agreement for the rental of space adjacent to China King for a period beginning on Feb 15, 2018 until July 15, 2018 with a possible extension if required.

b) Furnishings: Existing shelving and furniture had been declared surplus. Municipal staff took care of the old furniture and Andreas Becker from Read and Green Book Store took some of the shelving and will make a monetary donation to compensate BPL.

An estimate of \$116,000 from Palmiari for new furniture and shelves will be updated when some outstanding items are included. We are still waiting on quotes from Carr McLean and School House Products which also represents furniture sales for Brodart.

6. Fundraising Committee Report: Murray outlined the plans for a community information evening Friday March the 5th to share the progress of library expansion and discuss the future of the expanded BPL. In early February invitations will be mailed to key groups and individuals, posters will be displayed throughout the community and there will be a press release to promote the event. Pledge forms will be given to attendees and will be distributed through the library and other location throughout the town.

Erin will create a digital slide for use in schools to promote the March 5th event on their electronic information boards.

We currently have a donation of \$30,000 and will need to raise an additional \$120,000.

It was **Moved by Murray and Seconded by Peter** that the BPL Board approve establishment of an account on the Canada Helps on line fundraising platform. Carried.

Moved by Erica and Seconded by Murray that the BPL Board approve a grant request to the Parrott Fund in the amount of \$120,000. Motion **Carried**.

7. Correspondence – Accolades from a new resident who was very impressed with the staff and programs at BPL. She is making a donation for craft supplies.
8. Report from Council Representatives: Neither were able to attend due to a Council Meeting.
9. **Moved by Erin Seconded by Erica** to adjourn at 7:55

The next scheduled Library Board Meeting is February 28, 2018 at 7pm location to be announced or at the discretion of the Chair.

Murray Workman
Murray Workman

Vice Chair

Mellissa D'Onofrio-Jones

Mellissa D'Onofrio-Jones

CEO/Secretary/Treasurer