



**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 November 27, 2019 at 7:00pm held in Library.

Present: Bob Burke (Chair), Sandi Zwaan (Vice-Chair), Parise Herbert, Murray Workman, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Councillor Rowley, Carol French

Regrets: Councillor Tadman, Jane Baier

1. Call to order at 6:58 pm by Bob.
2. Approval of agenda.

Moved by Murray, Seconded by Sandi that the Board adopt the agenda. Carried.

3. Approval of minutes from :
 - a) Regular meeting of Oct 30, 2019 –

Moved by Parise, Seconded by Murray. Carried.

4. January 2020 meeting
 - a) Since there will be several members away in January when the Board regularly meets, there will be no Board meeting in January. An extra meeting can be made up later in the year, if needed. The Board will meet next on February 19, 2020.
 - b) Vice Chair
Sandi Zwaan's year in the position of Vice Chair is ending. Bob asked for volunteers, Councillor Rowley was nominated, she accepted and all were in favour of the appointment.

5. Financial Report – Heather

a) Balance Sheet & Budget vs Actual: Oct 2019

Balance Sheet – Heather reminded the Board that Line 1100 will be down \$50,000 as of November 1st as the Board directed her to move this amount to general operating. The remainder will be moved to a Flex GIC, as directed by the Board at the Oct meeting.

Budget vs Actual – In response to questions, Heather commented on the following points:

Line 4165 – Private Donations - This report only reflects up to the end of October

Lines 5150 – Communication and 5300 - Library Supplies and Services are over budget due to increased cost of ILLO

All Professional Development has been completed for the year. Line 5400 – Professional Development will only increase another \$122.54.

Line 5420 – Travel will increase and will be over budget

Line 5450 – Professional Fees are over budget due to increased cost of the audit this year.

Line 5620 – Staff/Volunteer Appreciation – most of this is expensed at year-end for Turkey Money and gifts for volunteers

Moved by Murray, Seconded by Parise, that the financial reports for Oct 2019 be approved. Carried.

- b) **Reserve Schedule** – The auditor recommended Heather report quarterly on the Reserve Schedule. The schedule was presented to the Board for review. There were no questions.
- c) **Street Signage – Update** – Councillor Rowley emailed Preston with a request and a sample library sign. He responded with concerns regarding costs for posts, installation etc. It was suggested that if the library wanted signs they would have to pay for them. Heather emailed BMR of Campbellford regarding cost for signs, but has not yet had a response from them. Councillor Rowley will follow up with them as well.
- d) **Recommended purchases** – After researching other libraries, available materials and discussing with Brian. Heather recommended that some of the approximate amount of \$12,000 that remains in the IT budget be spent on the following:

An information board (large screen TV) that will be used for promotion and information sharing with the community. The cost would be \$735.40 for the

equipment plus Brian's time to install. Staff will be able to use current software (LibraryAware) to promote library events.

Moved by Councillor Rowley, Seconded by Carol, that Heather purchase the equipment as recommended. Carried.

Podcast equipment can be purchased at the cost of \$856.49 and would be a good resource for families and youth for things like presentations for school. This is a good way to begin youth engagement as identified as a focus of our upcoming strategic plan.

Moved by Murray, Seconded by Parise, that the podcast equipment be purchased. Carried.

e) Budget 2020

After the last draft, it was determined that a staff member has turned 71 and her benefits have been terminated. This means the library will save approx. \$8,000 without this expense. In order to be fully transparent, Heather spoke to Linda and she recommends leaving the budget as is in case the staff retires and the amount is needed for a new staff.

6. Policy Committee

- a) Review; OP-09, OP-11, OP-13, OP-14, OP-15, PER-07
Minor changes in wording were reported by Sandi Zwaan.

Moved by Councillor Rowley, Seconded by Murray, that the policies be approved as presented. Carried.

- b) New Foundational Policy; FP-01 Respect and Acknowledgement Declaration
The Board asked that the portion of the preamble in Section 1 "the beginning of each Board meeting held at the library", be replaced with "the beginning of special public events as determined by the Board".

Moved by Murray, Seconded by Sandi, that the policy be approved as amended, Carried.

7. CEO Report

- a) Oct 2019 – Heather highlighted items including Canadian Public Library Month and Ontario Public Libraries Week celebrations, the award nomination for our Pop-up Library and Professional Development that happened in the last month. She reported that Brighton saw an increase in circulation and program attendance for September to October while Codrington saw a small decrease during the same time. Bob requested that Heather report on monthly totals for the year at the February meeting.
- b) Building security – update
Heather met with the Mayor and CAO on November 1st. She reported that the procurement of security cameras have been delayed due to other priorities. The

town is considering having Commissionaires present at key times of the day, in addition to evening meetings. They are looking into the security of the stairwells of the Municipal building and report they are in regular contact with the police. Heather was asked to share our Code of Conduct with Candice as they consider creating their own. The library was asked to reconsider the 24/7 access to Wi-Fi that is currently in place. Heather reported that there a few libraries who do this but she and Brian discussed it and recommend leaving it barrier-free. The Board discussed this and asked Heather to respond that they will be leaving the Wi-Fi as is.

c) Food 4 Fines

Heather proposed implementing a program for a short time whereby patrons bring a food donation for the Fair Share Foodbank and have certain fines forgiven. She commented that it encourages lapsed users to return while helping the community. Heather noted that our revenue from this source is under budget for the year. Councillor Rowley noted that the food bank has a greater need after winter. Heather will bring the idea back to the Board in February for possible implementation in March or April.

8. Strategic Planning Committee – update

The committee met November 11. A new vision and mission statement were created and values were reworded. Four Strategic Directions were also decided on. The four library staff members met on Nov 25 to create steps for strategic directions. Heather will create timelines and measurements for these steps and present the Strategic Plan at February's meeting. This plan is expected to be shorter and more user friendly than the last.

9. Report from Council Representatives – Councillor Rowley

Council expects to look at the 2020 budget in January. She reported an Economic Development staff was recently hired. Councillor Rowley reported that the Municipal office will be closed for the staff turkey dinner December 12th and asked whether the library could close to allow all library staff to attend. Heather recommended that in the interest of serving the public, the library stay open, especially since the program room is booked and there is an exam invigilation happening that day. Councillor Rowley will determine whether the staff could arrive in shifts to eat, allowing the library to remain open and staff to take part. She will communicate with Heather regarding arrangements.

10. Correspondence

Heather received an email from the grief group that uses the program room every other week. They shared their appreciation of the warm, welcoming space

to host this type of group. This was reiterated verbally the day of this meeting. Another email came from the Friends of Presqu'île who mentioned the successful partnership with the library over the summer with their weekly visits and presentations, as well as, the Parks Pass backpacks that are available to patrons. Donations totalling \$110 was received in memory of a local member of the public.

11. Other Business

Christmas cards we given to Board members from library staff. Instead of gifts for Board members this year, staff donated three "Stockings for seniors" in their name.

Sandi offered to host a holiday gathering at her home for Board and staff members. Heather will extend the invitation to the staff via email.

Moved by Bob to adjourn at 8:32 pm.

Next scheduled Library Board Meeting February 19, 2020 at 7:00 pm in the Library or at the discretion of the Chair.



**Bob Burke
Board Chair**



**Heather Ratz
CEO/Secretary/Treasurer**

