



35 Alice Street, P.O. Box 129
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613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for October 26, 2016 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Councillor Brian Ostrander, Erin Alexander, Murray Workman, Sandi Zwaan, Peter Starbuck, Erica Larmer, Heather Ratz (Acting CEO), Robert Janiga (Recording Secretary-Library Staff)

Absent: Councillor Mary Tadman,

1. Call to order at 7:00 by Bob.
2. Approval of the agenda- **Moved by Murray, Seconded by Councillor Ostrander** - That the Board adopts October 26, 2016 Agenda, **carried**.
3. Approval of Minutes from regular meeting of September 28, 2016—**Moved by Erin, Seconded by Peter**—That the Board accepts the Minutes from September 28, 2016, **carried**.
4. Financial Report – Sept 2016
 - a. Heather asked if there were any questions regarding the Vendor Summary. There were no questions but it was decided that the Vendor Summary was no longer required in the Board package.
 - b. Heather noted that the Canada Summer Jobs grant has been received in the amount of \$3006. The Province of Ontario Capacity Building Fund should be coming soon as Bob and Heather have signed the final transfer agreement. Our grant is for \$3930.
 - c. Discussion took place regarding Pay Equity. Peter asked a question about where it shows up on the Profit & Loss Budget vs Actual and Councillor Ostrander responded that this money is budgeted under the payroll item. Peter also had a question as to why the Province of Ontario line was zero. Heather stated that she would find the answer and report back.

- d. Murray asked a question about line 4350 and how the interest worked. Heather responded that the interest accrues annually and this is to do with the maturity of GICs. He also had a question about line 5310 and asked for examples of "processing fees". Heather responded that this includes services from book vendors like book covers and bar codes.
- e. A question was asked about line 5390 that pertains to an expense by the Friends of the Brighton Public Library (FBPL). It was clarified that FBPL had initially provided BPL with the money that shows as income under line 4225.
- f. Heather reported that in the June minutes it was moved that \$6500 from reserves be transferred to the general account to help pay for the ILS. Heather attempted to do this but was advised by CIBC that the reserve funds are in a non-redeemable GIC and we would lose all the interest if it was redeemed early. Heather also noted that in the Sept minutes it was moved that the audit surplus of \$54,716 be put in restricted reserves. Heather recommended that the \$6500 be taken from the surplus and the amount of \$48,216 go into a restricted reserved. A motion to reconsider the motion from Sept 28, 2016 was **Moved by Murray, Seconded by Peter, carried.**

Moved by Peter, Seconded by Erin –That the Board accepts the financial report for September 2016, carried.

5. Committees of the Board Reports

a. Finance Committee

Budget 2017 – discussion took place regarding increases in library supplies and outreach, as well as professional development. Moreover, two grants were lost that represented approximately \$8,500. In addition, discussion took place about the Municipality of Brighton (Space and Services line) and that it was reasonable to increase it by \$5,000 for the 2017 Budget given the increase in utilities. It was also recommended that the salary expense be increased by \$11,112 (to reach the same as 2016) and the Municipality of Brighton revenue be increased by the same amount.

Moved by Councillor Ostrander, Seconded by Peter—That the 2017 Budget be recommended to Council as amended, carried.

Cover Letter – **Moved by Peter, Seconded by Erin**—That the Board approve the 2017 Budget Cover Letter, **carried**.

- b. Policy Committee – The following policies were presented to the Board for approval:
- i. OP – 09 Local History
 - ii. OP-11 Community Information and Bulletin Boards
 - iii. OP-15 Prevention of Discrimination and Harassment
 - iv. Op-16 Accessible Customer Service
 - v. OP-18 Purchasing

It was mentioned that the only change to OP-15 was due to amendments to the Ontario Human Rights Code that included “gender identity” as a grounds-based human right. In terms of OP-18, the Southern Ontario Library Services (SOLS) is currently re-writing this type of policy and thus BPL will keep it as is until SOLS has concluded the re-write and it will be reviewed in 2017. A typo was edited with OP-18 from “delegate” to “designate”.

Moved by Sandi, Seconded by Erin—That the Board adopt OP 9, 11, 15 and 16, as received and OP-18 as amended, **carried**.

6. Library Expansion – Bob stated that there wasn’t much to update on this item, except that the architect was busy developing plans for expanding library space at 35 Alice St. in order to include the library expansion in the Municipal Budget for 2017.
7. CEO Report – Heather stated that the transition to Sirsi, the new integrated library system, had been met by staff with patience, confidence and professional humour. No Frills had donated \$983 that would be used to provide new furniture in the children’s library. Service was up 19% in Brighton and 70% in Codrington in September 2016 compared to September 2015. Heather mentioned that the Codrington Branch had been broken into sometime late October 21 or early October 22. The front window was broken and a small amount of money (under \$10) was stolen. Peter was elected to meet with the Codrington Community Centre to discuss safety and security in the building.
8. No Frills Donation/furniture purchase – Heather reported that since this donation is to be spent on the children’s area, Jeni would like to buy plastic children’s chairs to replace the stained material ones. There was some discussion that this type of purchase has to meet certain standards.

It was suggested that Heather contact Peggy Malcolm (SOLS) to find out what the standards are and proceed from there. **Moved by Councillor Ostrander, Seconded by Peter**—That the Board approve the expensing of the No Frills donation, **carried.**

9. Christmas Closure – Heather stated that the Board requires a motion for the Christmas closure, which will take place from December 24 to January 1. **Moved by Councillor Ostrander, Seconded by Erica**—That the Board approve the closure of the Brighton Public Library from December 24, 2016 to January 1, 2017, reopening on January 2, 2017, **carried.**

10. Correspondence – the only correspondence pertained to Mayor Walas' endorsement of Ontario Public Library Week, which took place from October 16 to October 22.

11. Report from Council Representatives – Councillor Ostrander re-iterated the Municipal Budget timelines and that Council is in the process of appointing a new Board member to replace Mary Jo's vacancy.

12. Other Business

a. Open House – all Board members attended the Open House, as well as long-time patrons and committed residents, and surprisingly the construction on Alice and Dundas Streets was not a deterrent to attendance (about 35 attended). A thank you was offered to Sandi, Erin and Bob who provided treats.

b. Board Work in 2017 – Bob asked Board members to give thought to what they would like to work on in the New Year in terms of Committees, strategic planning, etc.

Moved by Bob, Seconded by Councillor Ostrander, To adjourn at 7:58 p.m., carried.

Next scheduled Library Board meeting set for November 23, 2016 at 7:00 p.m. in the library or at the discretion of the Chair.


Robert Burke
Chair

Heather Ratz

Acting CEO and Secretary

