



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 October 28, 2020 at 7:00 pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).

Present: Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Councillor Tadman, Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary)

Regrets: Jane Baier, Carol French

1. Call to order at 7:00 pm by Bob.

2. Approval of agenda –

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

3. Approval of minutes from :

a) Regular meeting of September 23, 2020

Moved by Rick, Seconded by Emily. Carried.

4. CEO Report

a) Sept 2020 – Heather highlighted programming that is continuing at this time including early opening to accommodate the Sunny Days group, preschool story time at King Edward Community Centre, craft kits and Saturday morning crafts online, Mental Health Friday posts and Book Club Hub online. Heather commented on the Orange Shirt Day initiative and the fact that our collection includes over 280 items listed as “Indigenous.” Most of the budget for Professional Development has been utilized as staff have continued with opportunities. Program attendance decreased 19% from Aug to Sep in part due to the focus on back-to-school. Heather included a number of Facebook stats and a comparison between other libraries and ourselves concerning engagement. These statistics show that we have high engagement numbers even though we do fewer posts than some neighbouring libraries. It was noted that how we collect these type of statistics, especially online programming, may change and will be in place for the Annual Survey in 2021.

Circulation statistics indicate an increase of 24% from Aug to Sep. Overdrive usage dropped after our reopening, indicating that patrons enjoy browsing for physical items. Total circulation numbers are healthy (6265 vs. 8198 in 2019) considering the conditions this year. Heather gave an update on how the Codrington Branch collection is being used during the branch's closure.

- b) Professional Development – Homeschooling Friendly Certification – Heather informed the Board that she believes this type of certification would be very beneficial to the library given that a number of families are choosing to Homeschool during the pandemic. Edna Latone of Homeschool Help would provide a full day of training and certification for the staff for a fee of \$500. This would put our PD over budget but this is the optimal time to do this in order to be prepared for the next year. Heather would like permission to close the library for one day in Nov or Dec, in order for staff to participate. Patrons will be given plenty of notice of the one-day closure.

Moved by Councillor Rowley, Seconded by Rick that the library close for one day to allow staff to receive homeschool training. Carried.

- c) Christmas Hours – Heather presented a proposed schedule for operational hours for Christmas 2020. She recommended that the library remain open as much as possible because it has already been closed a considerable amount of time during the pandemic.

Moved by Councillor Tadman, Seconded by Murray that the library will operate with the following Christmas schedule:

Dec 24 10-1
Dec 25, 26, 27, 28 - closed
Dec 29/30 10-4
Dec 31 10-1
Jan 1, 2, 3 - closed
Jan 4 - reopen 10-4

Carried.

5. Financials

- a) Profit/Loss vs Budget and Balance Sheet for Sept 2020

Profit/Loss – Line 4271- SOLS Internet Connectivity- Heather noted that this line is not budgeted for because it is decided each year whether funding is given. Libraries that serve populations under 20,000 are reimbursed 100% of internet expenses.

Heather has sent in the required paperwork. Amount to be received by January 15th. It was noted that Line 5110- Advertising and Promotions is under by \$1226. Heather has arranged for a half page ad in the next edition of the Brighton Beacon. Advertising in this magazine was discussed and Councillor Tadman wanted it recorded that she did not agree with this use of money. Library Supplies and Services – Line 5300 the Board was reminded this is overbudget due to PPE but that will be covered by the funds in reserve as approved earlier in the year. Heather pointed out that there is still room in the budget for November and December programs in Line 5350 – Outreach Programs. Pay Equity Review costs are still to come out of Line 5450 – Professional Fees. Heather noted that Line 5650- Technology Expense will be even more under budget by year end because of the current circumstances.

Balance Sheet – Of special note is the difference between this year and last year in Line 1710 – E Resources. Due to the pandemic, \$16,580 has been spent so far, over \$4198 at the same time last year. More money has been spent on e-resources as well.

Moved by Murray, Seconded by Councillor Rowley to accept the financials as presented. Carried.

- b) Rental fees at KECC – Heather has arranged for 10 story times at the KECC because our program space is currently being used for quarantine and storage. The rental fee is \$600 total for the 10 programs. There was discussion as to whether the library should be paying fees for a municipal space. Bob and Heather will meet to discuss drafting a letter to request a waiver of the fees.
- c) 2019 surplus/Municipal ask – update – Heather shared information from the auditor clarifying that \$32,948 is the actual amount of the 2019 surplus. In addition, the GIC amount is \$51,000. Heather reached out to Linda W asking to meet regarding the library returning some funds to the MOB. Linda is busy with budget planning so suggested meeting closer to the year-end to discuss this. Councillors Tadman and Rowley would attend this meeting. The Board will defer the decision on the amount to return to the Municipality until a later date.
- d) Budget and Budget Letter 2021 – final approval– Heather noted that there has been no change to the budget from that presented at the September meeting. She noted again that we are requesting \$1000 less from the Municipality than last year. The budget letter was reviewed and it was suggested that Heather include a line indicating that we are pleased to provide a 0% increase in the amount requested from the Municipality. The Library has been invited by the Municipality to attend the External Budget Meeting on Nov 10. No presentation is necessary at this time but there may be questions from Council. Heather and Bob will attend.

Moved by Councillor Tadman, Seconded by Murray to give final approval and accept the budget as presented and the budget letter as amended. Carried.

e) Ontario Trillium Fund – collaboration with MOB – Heather has spoken with Jim Millar about the Resilient Communities Fund that municipalities can apply for to assist with recovery from pandemic. Heather has identified a book sanitizer that would allow books to be sanitized quickly and free up the program room space once again. The cost is \$8700 and Jim will apply on our behalf as per the guidelines set out for the fund.

6. Policies for Review and Approval

a) PER-01 Personnel Management

b) PER-02 Staff Selections & Job Descriptions

Updated policies were presented to the Board. Small updates were made to reflect current staff roles and proper grammar.

Moved by Councillor Tadman, Seconded by Murray to approve these updated policies as presented. Carried.

7. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Council is busy with budget and planning for next year.

8. Correspondence – Heather noted that in her article from October she asked for patrons to send in library memories and she has received some responses.

9. Other Business – Councillor Tadman asked if the plaque for the Pettingill bench has been replaced. Heather noted that she did not know as this is a municipal responsibility but she would ask on behalf of the library.

Moved by Councillor Tadman, seconded by Murray to adjourn at 8:35pm.

Next scheduled Library Board Meeting is scheduled for November 25, 2020 at 7:00 pm in the Library or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer