



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 25, 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), Jane Baier, Carol French, Shirley Coveney

Regrets: zero

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

2. Approval of agenda –

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

3. Approval of minutes from :

a) Regular meeting of October 28, 2020

Moved by Murray, Seconded by Parise. Carried.

4. CEO Report

a) Oct 2020 – Heather highlighted the success of the Virtual Book Chat with Dan Buchanan, which was held Oct 21, Hallowe'en Story Time with Mayor Ostrander, Hallowe'en Goody Bags, the bilingual programs of Little French Owl and the continued success of the craft kits. Monthly Comparisons from September to October show an increase of 8.85% overall with an increase of 7.96% in Overdrive usage. Program attendance increased 36% in the same time. Heather again included Facebook Statistics for the month and shared which posts are the most popular.

Moved by Rick, Seconded by Councillor Rowley that the Board accept the CEO Report as presented. Carried.

- b) Recovery Plan Update – Heather continues to take a measured approach in reintroducing services. Newspapers are back by patron request. Those using the newspaper are reminded to keep their masks on fully and use hand sanitizer prior to handling the material. More seating has been brought out of storage and staff continue to clean regularly. Due to Health Canada warnings about the use of UV for sanitization, the library has stopped using UV-C wands for the time being.
- c) Draft – Work from Home Policy (PER-08) – Heather created this policy for the Board to consider as the pandemic continues and there continues to be requests from staff to work from home. Other libraries’ policies were reviewed to assist in its creation. The Policy Committee will meet to review this policy in the New Year.

5. Financials

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

Profit & Loss – It was noted that 4050 Book Sale and 4150 Fines are both significantly below budget due to Covid. 5300 Library Supplies and Services continues to be over budget with the expense of glass and PPE. It was also noted that items 5390, 5500, 5600 and 6040 are not budgeted for because these amounts are difficult to budget for from year to year.

Balance Sheet – Line 1700 Current Year Books is a significantly under budget as a large amount of e-resources have been purchased but billing and expenditure won’t happen until later.

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

- b) 2019 surplus/Municipal ask – deferred from Oct meeting – The Board discussed the recommendation from the auditor to hold 2-3 months’ expenses in reserve in comparison the total currently held in the GIC, as well as, the surplus amount from the last year. It was decided that the Board would wait until January to discuss how much might be returned to the Municipality, if any. At that time, we will have a better understanding of our financial status for 2020.

Moved by Councillor Rowley, Seconded by Councillor Tadman that Heather uses the 2019 surplus of \$32,948 to purchase a Flex GIC for a term of 12 months. Carried.

- c) GIC at maturity – The current GIC matures December 17th 2020. The amount with interest is \$51, 923.36. The Board has previously directed that the cost of the glass barrier at the circulation desk be recovered from this amount. Heather would like direction on what to do with the remaining amount.

Moved by Councillor Rowley, Seconded by Jane that Heather uses the remaining amount of \$50,206.80 to reinvest in a Flex GIC for a period of 12 months. Carried.

- d) Compensation and Pay Equity Review – update – Heather forwarded all necessary job descriptions and remuneration grid to the consultant for the review. She reminded the Board that the review might have an impact on our staffing budget, as there may be increases to the remuneration grid. The results of a review may increase wages but will not decrease them.
- e) Budget to Council – update – November 9th, Heather and Bob attended the Council meeting to answer questions regarding the proposed 2021 budget. The only question was whether there were any exclusions to arrive at a zero increase in the budget. Heather assured that there was none.
- f) Signatories – According to current policy BL-01, the Board needs to approve a 4th signatory. The policy states that it should be the Assistant Librarian.

Moved by Councillor Tadman, Seconded by Murray that the Board add Penny Kingyens as the 4th signatory for all CIBC accounts and investments and that Heather arranges for this transaction to take place at CIBC. Carried.

- g) Turkey money – new procedure required – In order to follow new bank procedures for withdrawing cash from our business account, a new procedure is needed to pay out cash bonuses at Christmas. CIBC recommends that a cheque be made out to Heather for this purpose. She will cash the cheque and then distribute to the staff for bonuses at Christmas. Full time staff receive \$50 each while other staff receive \$25.

Moved by Murray, Seconded by Jane that the book keeper issue a cheque to Heather, in the amount of \$400 for the purpose of distributing cash bonuses to staff. Carried.

6. Policies for Review and Approval

- a) BL-01/ BL-02 Statement of Authority, Powers & Duties/ Organization & Composition of Board
- b) OP-13 Safety, Security & Emergencies
- c) OP-14 Prevention off Workplace Violence
- d) OP-15 Prevention of Discrimination & Harassment
- e) PER-03 Terms of Conditions of Employment
- f) PER-04 Vacation, Statutory Holidays & Leave
- g) VOL-01 Volunteer Program

Rick presented the policies that were sent to the Board in advance, indicating that minor errors in spelling, grammar and typos were corrected. PER-04 Vacation, Statutory Holidays & Leave was updated to include that part-time and casual vacation pay will increase to 6% after five years of service.

Moved by Rick, Seconded by Mary to approve the following updated policies as presented and provided in advance for the Board to review:

BL-01/ BL-02 Statement of Authority, Powers & Duties/ Organization & Composition of Board; OP-13 Safety, Security & Emergencies; OP-14 Prevention off Workplace Violence; OP-15 Prevention of Discrimination & Harassment; PER-03 Terms of Conditions of Employment; PER-04 Vacation, Statutory Holidays & Leave; VOL-01 Volunteer Program. Carried.

7. Report from Council Representatives – Councillor Rowley reported that the Council has been busy working on the budget, which will be completed in the New Year.
8. Correspondence – None
9. Other Business – Councillor Tadman shared that a patron commented how nice the Christmas Book Tree and Bulletin Board look in the foyer, as well as, how friendly and courteous the staff are at the Library. Councillor Rowley commented about the clips of Mrs. & Mr. Santa that will be available over the holidays. Bob shared that he nominated our team for the Northumberland Heroes stories. Rick informed everyone that his wife Laurie Ray Hill’s book has been released. Heather noted that the Library would be hosting an author chat with Laurie on Jan 20, 2021.

Moved by Rick seconded by Murray to adjourn at 7:58 pm.

Next scheduled Library Board Meeting is scheduled for January 27, 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