



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
September 28, 2022 at 7:00 pm held in-person at 35 Alice.**

Present: Bob Burke (Board Chair), Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Carol French, Penny Kingyens (Children's Librarian, Recording Secretary), Shirley Coveney, Parise Herbert, Johanne Seccareccia,

Regrets: Murray Workman, Councillor Tadman, Councillor Rowley (vice chair)

1. Call to order at 7 pm by Bob.

2. Approval of agenda –

Moved by Rick, seconded by Shirley that the Board adopt the agenda. Carried.

3. Approval of Minutes from:

a) Regular meeting of June 22, 2022

Moved by Johanne, seconded by Rick. Carried.

4. In Camera Session – Ontario Public Libraries Act 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is (b) personal matters about an identifiable individual.

Moved by Shirley, seconded by Rick to move the meeting to In Camera Session at 7:02 pm. Carried.

Moved by Shirley, seconded by Rick to adjourn In Camera Session at 7:15 pm. Carried.

5. CEO Report

- a) Summer 2022 – Heather highlighted some key points from her CEO Report that was sent with the Board package. Points included new staff, summer programs such as Pop-up and Children’s Programs, partnerships and author events. She noted that August was our busiest month yet this year with both Brighton and Codrington’s circulation increasing significantly from June. Over all it was a busy and successful summer at BPL.
- b) Accessible desk – The mechanism for the desk is broken. Heather recommended replacing it to continue to provide service in the most accessible manner possible. The cost would be between \$500 - \$1000.

Moved by Parise, seconded by Carol to purchase a new accessible desk to replace the broken one. Carried.

- c) Strategic Plan review – This plan was to be introduced in branch in 2020 but due to Covid, was introduced virtually. Heather provided a power point presentation that addressed each of the Strategic Directions and how successful we are so far. We have made progress with our Home Learner initiatives, collecting more feedback from patrons and expanding online resources. Community partnerships have developed, marketing and branding is being used in a variety of ways, work with young adults has begun and enhancements to the Children’s area have been brought in. There is still work to be done, including a new website, community knowledge sharing initiatives, improving our meeting space and soliciting feedback from young adults.

Moved by Johanne, seconded by Parise to accept the CEO Report as presented. Carried.

6. Policy updates

- a) GOV-06 Duties & Responsibilities with Respect to Planning
- b) OP-05 Information Services
- c) OP-06 Services to Children & Young Adults
- d) OP-08 Programming

e) PER-04 Vacation, Stat Holidays & Leave

The Policy Committee met twice in September. Rick reviewed the minutes that were forwarded to the Board in advance. No changes were made to O-05 or OP-08. Small changes were made to OP-06. GOV-06 had changes to section 2 with suggestions from the Municipality. PER-04 had a number of changes to provide more guidance for the CEO with regards to leave without pay and annual vacation entitlements were updated to align with the Municipality.

Moved by Rick, seconded by Carol to accept the updated policies as presented. Carried.

7. Financials

- a) Profit/Loss Budget vs Actual – June, July, August 2022 – January through August was reviewed. Heather noted that line 4050 – Book Sale is under budget but we are having another sale at the end of October. Line 5450 – Professional Fees is under budget and Heather is expecting an invoice from the audit for \$2500. Line 66001 – Staff Benefits Expense is under budget but the current quarter has yet to be paid. Salaries and Payroll Expenses are over budget mainly because of extra staff hours with Pop-up, Codrington Market and evening hours resuming this year. Heather is taking measures to keep these costs down.
- b) Balance Sheet June, July, August 2022 – The August Balance Sheet was reviewed. Line 1100 – Bank Restricted Funds includes the \$100,000 that was moved into a short term GIC in June. Line 1700 – Current Year Books has about \$35,500 left for the year but digital resources have not yet been ordered.
- c) GICs – Heather reminded the Board about the \$100,000 short term GIC that was purchased in June and requested a motion to cash it out for use in this fiscal year.

Moved by Rick, seconded by Carol that Heather cash in the \$100,000 GIC before year end, at a time she deems appropriate. Carried.

- d) Draft Budget 2023 – The Proposed 2023 Budget was sent with the Board package for review. Heather presented a power point, illustrating how the draft budget is created. It includes looking at increases, communicating with the Municipality regarding updates to certain expenditures, calculating wages and benefits multiple times and looking at the previous years' financials. In the Budget Proposal 2023, the BDA amount is reflected under both Revenue and Expenditures equally as a potential separate committee for 2023. Reserve Funds is a new line in Revenue to be used for Capital Expenditures for the replacement of the two circulation computers and purchasing a PA system for the meeting room. Professional Fees reflect the lower quote from the new auditor. The Board suggested that Professional Development be increased back to 2021's amount (\$5000) considering that conferences are expected to be back to in person format.

It is the consensus of the Board that Heather continue with the direction of the proposed budget, with final approval at the October meeting.

Moved by Bob, seconded by Parise to accept the 2022 monthly financials as presented. Carried.

8. Succession planning – Johanne presented the document she created - Brighton Public Library Board Legacy Document 2022. It was created to review the last 4 years of the Library Board for new members coming in. This will inform members that haven't been involved during this time and assist with the transition.
9. Report from Council Representatives – Councillor Rowley & Councillor Tadman – both absent
10. Correspondence – Heather reported that a number of donations have been received in memory of Hope Bird.

A piece of artwork was donated by a local artist and is displayed on the North side of the library.

11. Other Business – As this is an election year, Bob reminded Board members that they are responsible to recruit potential new members. He urged them to take the new Library Board brochures and speak to friends and community members they believe would be a good fit for this Board.

12. Adjourn –

Moved by Parise, seconded by Shirley to adjourn at 8:50 pm.

Next scheduled Library Board Meeting is October 26, 2022 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

