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613-475-2511

Minutes for the regular meeting of the Brighton Public Library Board for January 27, 2021 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, Shirley Coveney

Regrets: Carol French

1. Call to order at 7:11 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 November 25, 2020

Moved by Councillor Tadman, Seconded by Rick. Carried.

4. CEO Report

a) Year in Review – 2020 - Heather's highlights of 2020 included BPL winning the Angus Mowat Award of Excellence, the pandemic closure that began March 14th, Curbside service in May, reopening September 8th, Jeni's retirement and going back to curbside December 26th. BPL displayed a host of new virtual programming in 2020 that included virtual story times, contests, online Summer Reading Club and Scientists in Schools. Park Passes were added to the collection and Little French Owl bilingual events began. 2020 saw some staff changes. We lost and gained a Student Library Clerk and gained 2 new casual Library Clerks. Heather used graphics to bring attention to some statistics which indicate that eBooks and eAudioBooks usage increased significantly while hard copy checkouts decreased by a large amount due to the pandemic. Statistics for checkouts indicate that December's number are up again but not quite where they were in January before the pandemic. The board acknowledged that Heather's report was very well done!

- b) Recovery Plan Update – Heather reviewed where we are in the plan. Curbside has been running smoothly since reopening January 4th. Patrons are asking a lot of questions about the Municipality at curbside and the staff have been handling this very well! It was also reported that according to staff, they are using and growing their Reader’s Advisory skills daily. At the end of December, Heather joined the Covid Recovery Team for the Municipality but there was nothing to report at this time.

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

5. Financials

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

Profit & Loss – It was noted the pandemic affected a number of item lines including the bottom line for Total Income. Heather commented that the HST rebate for the 2nd half of 2020 has not been submitted but will be reflected in the 2020 income once it is received. Line 5110 – Advertising and Promotions is under budget but that amount doesn’t reflect the amount for the Beacon ad (\$600). Line 5150 – Communication reflects ILLO that didn’t run during the closure. Line 5300 - Library Supplies and Services is over budget due to PPE. The program budget was used for virtual programs and to purchase park passes since in-person programs were not possible most of the year. Lines 5460 – Book Keeping Services and Line 5650 – Technology expense are down and budgets have been reduced for 2021. Line 5450 - Professional Fees does not yet reflect the expense of the Pay Equity Study that will come from that budget line once it is expensed. Heather noted the Total Expenses which are under budget and the Net Income that shows as a surplus similar to that of 2019. This will not likely be the exact amount once the auditor makes adjustments.

Balance Sheet – Line 1700 Current Year Books – this amount may change as 2020 invoices are recorded. We came very close to spending the full acquisitions budget.

- b) GIC update – Heather presented in detail the 2 flex rate, 1yr redeemable GIC’s that Brighton Public Library holds, totalling \$83,154.89. Both investments mature in Dec 2021.

- c) Municipal ask – deferred from Nov meeting – There was discussion about the amount of money the Library has in reserves and whether it is feasible and smart to give money back at this time. The auditor also recommended a best practice of having 2-3 months in reserve funds. The Board decided that they are not in a position to give money back. Heather will email Linda Widdifield.

Moved by Rick, Seconded by Jane to accept the financials as presented. Carried.

6. Policies for Review and Approval

- a) OP-20 Meeting Rooms
- b) PER-08 Working From Home

The policies were reviewed and minor changes were made to both. Rick presented the updated policies.

Moved by Rick, Seconded by Parise to approve the updated policies as presented and provided in advance for the Board to review. Carried.

- 7. Report from Council Representatives – Councillor Rowley reported that the Council would be receiving Dementia Friendly Training May 25th. Councillor Tadman noted that the 2021 budget has been completed by the Committee of the Whole and has recommended that Council approve it. It will be discussed at the Feb 16 meeting.

8. Correspondence – None

- 9. Cleaning – In Dec 2020, Heather received an email from the COVID Committee, recommending that the Library have their budget updated and hire their own cleaner. As well as have a specialized cleaner come in to handle nastier spills (vomit). Heather and Bob had a phone call with Fire Chief Jim Smith and discussed the issue. Heather will wait to hear from the municipality to have further discussions and determine the next steps.

- 10. Other Business – Councillor Rowley notified the Board that the outdoor skating rinks would be open soon.

- 11. 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 Murray, seconded by Rick to move the meeting into In Camera Session at 7:50pm. Carried.

Moved by Rick, seconded by Jane to adjourn In Camera Session at 7:57pm. Carried.

Moved by Bob to adjourn at 8:11 pm

Next scheduled Library Board Meeting is scheduled for February 24, 2021 at 7:00 pm in the Library or at the discretion of the Board Chair.

A handwritten signature in black ink, appearing to be 'Bob Burke'.

Bob Burke

Board Chair

A handwritten signature in black ink, appearing to be 'Heather Ratz'.

Heather Ratz

CEO/Secretary/Treasurer