



**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 April 24, 2024 at 7:00 pm held in-person at 35 Alice Street**

**Present:** Heather Ratz (CEO, Treasurer, Secretary), Councillor Emily Rowley, Councillor Bobbi Wright, Parise Herbert, Andrea Mensen, Beth Bruder (Vice Chair) and Catriona (Tina) May, Don Leeson, Shirley Coveney

**Regrets:** Rick Hill (Chair)

**Absent:** NA

1. Call to order at 6:56 pm by Beth.
2. Approval of minutes of March 27, 2024 & agenda for this meeting

**Moved by Tina, seconded by Parise that the Board approve the minutes of March 27, 2024 and the agenda for this meeting. Carried.**

3. CEO Report
  - a) March 2024 – It was a busy month with March Break activities for all ages, a book chat, Dementia-Friendly initiative, a 2SLGBTQ event for PIE (Public Intentional Explicit) Day, Open Mic night, a Placement Student, Seed Exchange and a celebration for Brightonian Hallie Clarke, who's recently become the youngest world champion in Women's Skeleton. Heather reported that Brighton had an increase in circulation of 9.9% over the same month last year while Codrington had an increase of 39.5%. Program attendance was down 6% from last March.

#### 4. Financial Report

- a) Balance sheet to March 31 – Heather reported that the General Operating account has increased as funds were received from the Municipality. Tina asked about line 2410 that is in a negative. Heather wasn't certain, but thinks that will be looked after by the auditor. It may be an error carried over from last year.
- b) Profit Loss Budget vs Actual – to March 31 – Line 4250 – Heather noted that we have received the full funding, including the amount for the BDA. This will be reflected on the April reports. Heather noted that 4160 – Photocopier/Printing Fees is well over projections which is encouraging. 4050 – Book Sale is under budget but our Spring Book Sale is this weekend and will increase the revenue under this line. Line 5150 – Communication is higher than projected at this time due to the advanced purchase of stamps for ILLO. Heather explained that 66000 – Payroll Expenses is under but it is expected that there will be some change in the pay grid and retro pay to staff is likely to happen.
- c) Audit update – The audit has begun and the auditor should be ready to present their report to the Board in June.
- d) CIBC Visa – update – Heather has received the VISA card but has yet to use it.
- e) Funding announcement information – FOPL announced a significant increased in funding for First Nations Libraries in the next three years. These libraries are chronically underfunded for the important work of providing access to services in their communities. Heather took the opportunity to inform the Board that BPL supports two First Nations Libraries at \$50 each, per year, to help with membership fees.

**Moved by Councillor Wright, seconded by Parise that the Board accept the financial report. Carried.**

5. BDA – committee report – The BDA continues with their Brighton I Remember series. The BDA exhibit has been updated in the Brighton location and a new exhibit has been installed in the Codrington Community Centre. The BDA has been in conversation with Willow Publishing regarding the new website. They are also creating postcards of Brighton, with the help of Caroline Birch. These traditional style postcards will be available free of charge through Brighton businesses and will be a way to promote Brighton. The BDA shared a short video called “The Plate” that was made for the AAO virtual conference. The video tells a story involving a local soldier during WWII that writes a message to his family and the community on a plate and tosses it out the window as their train rolls through town.
  
6. Strategic Planning Committee – update – Heather quickly reviewed the report that was made available with the Board package. She spoke about employee feedback, the survey the committee is working on, as well as, the plan for a full SWOT with the Board and the staff at a time to be determined.
  
7. Policy Updates:
  - a) GOV-04 Committees of the Board
  - b) OP-19 The Library and Political Elections
  - c) OP-20 Meeting Room
  - d) PER-06 Performance and Discipline
  - e) Dress Code – for information only

The Policy Committee Meeting Minutes were shared. Minor changes were made to GOV-04, OP-19 and PER-06. OP-20 Meeting Room adopted a consistent use of the term “meeting room”, 5. C) was added to include the new equipment and “Not for Profit” was changed to “Others (at CEO/delegate discretion)” to allow a case by case review of the organization making the request to determine if a fee should be charged. Heather also shared the updated 2024 Dress Code which allows staff and volunteers to wear appropriate jeans any day of the week.

**Moved by Andrea, seconded by Tina that the Board approve the policy updates as presented. Carried.**

8. Correspondence - none
  
9. Report from Council Reps – Councillor Rowley & Councillor Wright – The new CAO, Elana Arthurs, started her position April 8<sup>th</sup>. Union negotiations are still underway before the pay grid can be finalized. Heather asked Councillor

Rowley about menstrual supplies in the lobby because it was noted that there was an extra \$1500 added to the library budget for the purchase of supplies. Previously, it was discussed that the municipality would purchase these and the library would look after the education and promotion. Heather will follow up with the municipality and ask for clarification.

10. Other Business - none

**Moved by Councillor Rowley to adjourn the meeting at 7:50 pm.**

**Next scheduled Library Board Meeting May 22, 2024 at 7:00 pm  
in the Library or at the discretion of the Chair.**



Beth Bruder  
Vice Chair



Heather Ratz  
CEO/Secretary/Treasurer