



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 June 28, 2023 at 7:00 pm held in-person at 35 Alice St.

Present: Rick Hill (Vice Chair/Acting Chair), Councillor Wright, Councillor Rowley, Heather Ratz (CEO, Treasurer, Secretary), Andrea Mensen, Shirley Coveney, Parise Herbert, Beth Bruder, Catriona (Tina) May, Penny Kingyens (Children's Librarian, Recording Secretary)

Absent: None

1. Call to order at 6:57 pm by Rick.
2. Approval of minutes of May 24, 2023 & agenda for this meeting

Moved by Parise, seconded by Tina that the Board approve the agenda and the minutes. Carried.

3. Financial Report – Heather
 - a) Balance sheet to May 31, 2023 – Heather highlighted the amounts in Line 1050 – General Operating and Line 1100 – Bank Restricted Funds. She updated the Board on Line 1700 – Current Year Books. Last year's amount is still there. This year's amount is on track with just under \$28,000 being spent so far.
 - b) Profit & Loss Budget vs. Actual to May 31, 2023 – Line 4280 – Canada Summer Jobs Grant will not be received this year as the application is still under review and it is too late to hire now. Line 46431 – Brighton Digital Archives does not yet include the final \$1300 that was received but that will be reflected in June's financials. Tina asked about Line 4165 – Private Donations. Heather explained that this is an unpredictable budget line that includes donations given in person or via our online donation form. She will speak more about it later in the meeting.

- c) Update signing authority – Heather recommended that the Board make a motion to remove former Chair, Johanne Seccareccia, as a signing authority but wait for the new Board member to be appointed before adding another authority.

Moved by Beth, seconded by Councillor Rowley to remove Johanne Seccareccia as a signing authority. Carried.

- d) Purchase request – Our TV is used as a digital promotion platform, but it has been out of service for several months. John Cassibo has recommended one for purchase and has provided several quotes. The cost would be just under \$800. This was not budgeted for but there is room in the tech budget and Heather recommends purchasing now.

Moved by Shirley, seconded by Councillor Rowley that Heather purchase a new TV and the funds come from the tech budget. Carried.

Heather also requested a motion to cash in the \$100,000 short term GIC that was purchased a few months ago. These funds are not needed early on in the year but may be needed before the Board meets again in Sept. Heather will cash it in this year, when the funds are required.

Moved by Councillor Wright, seconded by Parise that Heather cash in the \$100,000 GIC this fiscal year, when she deems it necessary. Carried.

4. CEO Report – May/June 2023 – Heather briefly reviewed all that has been happening in the library as per her report sent with the Board Package. Programs and Initiatives included author visits, class visits, a children's workshop with a local author, a music evening, adult craft hour, a presentation from Queen's University and AccessAbility Awareness Week. June is National Indigenous History Month and Pride Month. Brighton's monthly circulation stats were up 4.6% and Codrington's were up by over 100%. Program Attendance increased 43% from April to May. Heather presented an extensive list of upcoming summer events.
5. Policy Updates
- a) GOV-04 – Additions included Terms of Reference for the Board's 3 standing committees, along with some small wording changes for clarification.

b) OP-22 – Several details were updated regarding identification of the Coordinator, communication about Activation of the Plan and changes to the website contact person.

Rick reviewed the Policy Committee Meeting Minutes that were forwarded with the Board Package, including the details of these changes.

Moved by Councillor Rowley, seconded by Tina to accept the policy updates as presented. Carried.

6. BDA – committee report – July 8th is a Tornado event at the Owen Gibb Community Hall, with audio/video by Ralph De Jonge. There will be an opportunity to share stories.
Dan Buchanan is scheduled to do a presentation with BDA on August 29th at 6:30pm, in the library. The topic is BDA: Past, Present, and Future. BDAWG met to discuss upcoming projects. They would like to begin regular exhibits in the lobby at 35 Alice St. They would like feedback for ideas. British Home Child Day is September 28th and BDA is working on an exhibit. They will begin their yearly calendar project in September. The BDA Committee plans to meet September 19th at 4:30pm, in the library.

7. Correspondence – Referring back to donations discussed in the financials, Heather shared that the Library has been named as a beneficiary in the Will of a former patron. The amount is \$5,000.

Heather shared a statement in defense of Drag Story time, from The Partnership (The Provincial and Territorial Library Associations of Canada). There was some discussion. Heather also shared an email from a parent, requesting that we eliminate our Pride collection from our Children's Library. Heather shared her response as well. All Board members agreed that this was the correct response. Heather recommended that this challenge suggests we need a formal document for patrons to complete and a procedure that outlines the process for submitting a challenge.

8. Report from Council Reps – Councillor Rowley & Councillor Wright –

Councillor Rowley outlined some upcoming community events including Canada Day, the Shed at King Ed opening, the Tornado event July 8th, "Into the Storm" movie in the Park July 13th and Concerts in the Park on

Wednesday evenings. The first meeting to discuss the Strat Plan will be June 29th and Councillor Rowley told the Board that there was some good input from the community for that. The appointment of a new Library Board member is on the agenda for June 29th and the new member should be in place for September's meeting. Heather asked about having a delegation in Sept and it was recommended the Library present to council in October.

9. Other Business – Beth asked the Councillors if it would be possible for Brighton to have amenities similar to what she saw in Meaford, which is of similar size. Brighton needs a better events space. They advised that something with accommodations, event space and a pool would possibly be something discussed as part of their Strategic Planning. There are many details including financial issues to have something like that brought here. Stay tuned.

Rick reminded everyone of the upcoming Vintage Film Festival at the Capitol Theatre in Port Hope.

Moved by Councillor Wright, seconded by Parise to adjourn at 7:59pm

Next scheduled Library Board Meeting September 27th, 2023 at 7:00 pm in the Library or at the discretion of the Acting Chair.



Rick Hill
Board Chair



Heather Ratz
CEO/Secretary/Treasurer