



**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 May 22, 2024 at 7:00 pm held in-person at 35 Alice Street**

**Present:** Rick Hill (Chair), Heather Ratz (CEO, Treasurer, Secretary), Councillor Emily Rowley, Councillor Bobbi Wright, Parise Herbert, Andrea Mensen, Don Leeson, Shirley Coveney, Penny Kingyens (Children's Librarian, Recording Secretary)

**Regrets:** Beth Bruder (Vice Chair)

**Absent:** Catriona (Tina) May

1. Call to order at 7:01pm by Rick.
2. Approval of minutes of April 24, 2024 & agenda for this meeting

**Moved by Parise, seconded by Councillor Wright that the Board approve the minutes of April 24, 2024 and the agenda for this meeting. Carried.**

3. CEO Report
  - a) April 2024 –Heather reviewed her written report, highlighting programs and initiatives, updates and circulation statistics. Programs and initiatives included solar eclipse glasses give-away, a spring book sale, homeschool art show, adult card making, volunteer appreciation week, Dan Buchanan's book launch and outreach with the Beacon Youth Centre. An update on how well our marketing is working was included. Brighton's circulation increased 25% over last April, Codrington's increased 92% and program attendance was up 109% over the same period last year.

#### 4. Financial Report

- a) Balance sheet to April 30 – Heather noted that line 1700 – Current Year Books still includes last year’s totals as the audit has not been completed. The Current Year Books total for 2024 so far is \$19,000 (fixed assets) and acquisitions that are non-fixed assets are at \$16,000. Heather referred to Line 24000 – Payroll Liabilities (-\$5377.42) to address Tina’s question from the April meeting. The auditor has confirmed that this “entry was to reverse prior year vacation accrual, bringing the current year to the appropriate balance. The balance at year end reflects the balance owing.” There will be another adjustment when the 2023 audit is complete.
  
- b) Profit Loss Budget vs Actual – to April 30 – Heather reviewed this report and included a fourth column with the percentage of the budget to April 30. She noted that the income line 4050- Book Sale - is just under 50% of the budgeted amount with the recent sale bringing in \$800. Line 4250 – Municipality Main Funding is slightly over 100% of the budgeted income amount due to the extra \$1500 provided for menstrual products for the lobby bathroom. Once installed, the library will be invoiced. Rick asked about several expense lines that are near 100% spent. Heather provided the following details; Line 5100 – Admin Supplies reflects the large expense for cheques purchased in January. Line 5400 – Professional Development reflects the Q1 expense of the OLA Conference which comprises the majority of expenses under this budget line. Line 6033 – Digital Resources reflects expenses of yearly subscriptions that are purchased in Q1.
  
- c) Canada Summer Jobs (CSJ) – update – Heather reported that the application for this grant was rejected for the second year in a row. We are not the only library experiencing this. Other libraries have also been rejected or are receiving less funding than previous years. Heather provided details on some of the application questions and how they can be difficult to answer when applying for the grant. For example, will we retain the student after the summer? Heather communicated with Mayor Ostrander about the lack of funding and he suggested that all the libraries in Northumberland chat collectively with the MP before next year’s applications are to be submitted to see if there is something that might be done to help with the situation. Councillor Rowley suggested there may be other sources for funding for summer students

- d) Compensation/Pay Equity Review – update – Heather has been in touch with Jennifer from HR, who has had contact with the consultant. The consultant needs more time to complete the library review but is hopeful there will be information for the next meeting and perhaps a report via Zoom.
- 5. BDA – committee report – Beth sent a report as part of the Board Package. There was no committee meeting for other Board members to report on.
- 6. Brian Todd Memorial Fund
  - a) Information – Heather submitted a grant application and the library was awarded \$4000 to purchase a kit with 18 Ozobots to replace our aging set. The presentation night will take place June 11 at 6:30 at the King Edward Community Centre. Heather applied for a second grant from CIBC for a second set of Ozobots and is waiting for a reply.
  - b) Ozobot demo 😊 - Penny gave a brief presentation on the Ozobots, explaining what they are and how they are being used for Children's programs. A hands on demonstration showed some of their capabilities and how children have been using them.
- 7. Correspondence – The only correspondence was the rejected application from Canada Summer Jobs.
- 8. Report from Council Reps – Councillor Rowley & Councillor Wright – Volunteer Appreciation Night was held and our own volunteer Terry Brooks was given a certificate! The Councillors reported on several upcoming events including, Concerts in the Park beginning June 5<sup>th</sup>, Canada Day celebrations where Heather will be set up near the BDA and the 50<sup>th</sup> anniversary of Applefest. Heather has volunteered to hand out tourist information for the Municipality at Applefest and represent the library. Heather asked about the posting for the Community Engagement Officer and wondered if it was a new position. It is to take some of the workload from another position.

Union negotiations are nearing completion and Council expects to hear more at the June 3<sup>rd</sup> council meeting.

9. Other Business – Rick gave a reminder about committee meetings for Strategic Planning – June 5<sup>th</sup> and the Policy Committee June 14<sup>th</sup> when recognition for service anniversaries will be considered and the Compensation Policy will be reviewed. Heather reported on what other libraries are doing for service anniversaries and some ideas were discussed.

**Moved by Councillor Wright to adjourn the meeting at 8:08 pm.**

**Next scheduled Library Board Meeting June 26, 2024 at 7:00 pm in the Library or at the discretion of the Chair.**



Rick Hill  
Board Chair



Heather Ratz  
CEO/Secretary/Treasurer