



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 24, 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), Andrea Wheeldon (Staff - Marketing Clerk) left meeting at 7:40pm

Absent: None.

1. Call to order at 7:00 pm by Rick.
2. Approval of agenda
3. Approval of minutes from:
Regular meeting of May 3, 2023.

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

4. Board update and next steps – Johanne Seccareccia resigned from the Board and sent an email out to the members. The decision to leave the Library Board was for personal reasons. Rick and Heather discussed next steps and have been in touch with the municipality. As per policy, the municipality will advertise the Library Board member position. Once the new member is appointed, the Board will elect a new Board Chair. Until such time, Rick is the Acting Chair.
5. Orientation – BPL Communications ~ Andrea Wheeldon used a PowerPoint presentation to illustrate the Library Communication Plan. She discussed the methods of communication used by the library and explained that these methods are used to funnel people from general awareness of the library to becoming a member of the library. There was a discussion about the four e-newsletters and their different

functions. Andrea talked about the limits of social media, as well as how we use it to promote programs and guide patrons to use the library as a trusted source of information and resources.

Andrea left the meeting after her presentation.

6. Financial Report – Heather

- a) Balance sheet to April 30, 2023 – Heather highlighted the General Operating amount as well as line 1700 – Current Year Books and explained that last year’s total is still reflected in this amount. 2023 year to date acquisitions is just over \$20,000. There were no questions about this report.

- b) Profit & Loss Budget vs. Actual to April 30, 2023 with annual budgeted amounts – Heather highlighted several lines. 4255 – Munic. BRI Development Charges Fund reflects \$20,000 over budget due to the amount taken out of reserve and included in the Municipality’s payment. Heather confirmed that purchases made with the development charges funds do not have to meet tangible capital asset criteria, as long as they are used for circulation, reference or information purposes. Line 4280 – Canada Summer Jobs Grant – there has been no decision on this yet and our application is currently “under review.” Typically, we hear in early to mid April. Many other libraries are also waiting for a decision and some have already been declined. Heather has reached out to MP Lawrence and will reach out to Mayor Ostrander if she has not received an answer by the end of next week. Line 46431 – Brighton Digital Archives reflects the budgeted amount plus the amount from their reserves and income from a workshop in PEC. The \$1300 that is outstanding has been approved by council but has not yet been received. Line 5100 – Admin Supplies is over budget and is closed for the year. Tina asked questions regarding lines 5610 – Service Charges and Line 5620 - Staff/Volunteer Appreciation. Heather said that she would look into Line 5610. She also explained that small gifts and cards of appreciation are presented to volunteers at the end of the year. Line 6050 – Brighton Digital Archives (BDA) – expenses for May are not reflected in the financials yet.

Financial updates – Heather explained that when we updated our signing authority, we learned of more strict policies and procedures in place at CIBC. One example is that she is no longer able to pay the RBC Visa online and had to pay it from her personal account to avoid late charges. To correct this, Heather needs a motion to change the debit card access to allow her to pay the Visa online, from the CIBC account. A letter will be sent to CIBC.

Moved by Shirley, seconded by Councillor Wright to update the CIBC debit card access for the chequing account, granting Heather access to pay the RBC Visa credit card bill online. Carried.

Heather suggested that Johanne remain as a signing authority at the bank to allow cheques with her signature to clear the account. Once there is a new Chair, there will be another change in signing authority.

Heather noted that the auditor is hopeful that someone will be able to attend the June Board meeting to present the 2022 audit.

Heather suggested that the Board start thinking ahead to the 2024 budget. A new Strategic Plan will be needed and the Board will have to decide if they would like to pay a consultant to guide them through the process. We did not use a consultant for the current plan. There was a brief discussion about whether they might employ someone local or via ZOOM to make it more cost effective. Rick and Heather expressed confidence that the Board and staff could come up with a good plan, but Heather will investigate costs for information purposes.

The BPL website needs to be upgraded to be more staff and patron friendly. We currently share support with the municipality and IT has said they can take over updating our site once our current IT support is not able to.

Heather informed the Board that service fees have not been raised in the seven years that she has been here and that increasing these is something to consider. Service fees include copying, lost cards and exam invigilation.

- c) BDA reserve funds – Heather recommended that the reserve funds that were received from the municipality be used this fiscal year or risk the amount being lumped in with general library monies.
7. CEO Report – April 2023 – Heather gave a brief review of the report she forwarded with the Board package. She highlighted programs and initiatives including the Advance Care Planning event. The event was such a success that Heather will consider hosting a Death Café in the future. There were several author visits, a Homeschool Art Show and a paint pouring event. The Spring Book Sale brought in just under \$600. We recognized Volunteer Appreciation Week this month as well.

There continues to be opportunities for professional development in Library Services. Kim has completed a certificate in Centre for Equitable Library Access services in Ontario Public Libraries, Heather is completing a finance and budgeting course with ALA and all the staff have been working on a learning platform called “Niche Academy” that teaches skills working with difficult situations with the public. There was a decrease in circulation and program attendance from March to April that was likely due to the increased stats over March Break followed by the Easter closures in April.

8. BDA

- a) Committee report – Beth - The committee is working on the Terms of Reference and these will be presented at the next Board meeting. The committee will also be reviewing its structure in the next year as it has continued to grow beyond its simple beginnings. Beth reported that they have a BDA Working Group (BDAWG) with seven members that perform a lot of the work necessary for the committee’s projects. Beth and Heather will work on a schedule for events at the Library. The first will be a back-to-school event in August, featuring the A. A. Martin scrapbook. The committee started using the platform Trello, for project management. The 50th Anniversary of the Tornado will be held July 8th from 10-4pm at King Edward Community Centre. There will be plenty of resources to share, a place to record people’s stories and the opportunity to make any corrections to the information presented.

Beth reported that they are working on a schedule for BDA meetings for the remainder of the year.

b) BPL website – Heather demonstrated the links to the BDA website both on the BPL main page and the Digital Library drop down menu.

9. Correspondence – None

10. Report from Council Reps – Councillor Rowley & Councillor Wright – Concerts in the Park begin June 7th with proceeds going to Sunny Days and the Food Bank. Movies in the Park will begin with a Tornado theme in July to go along with the Tornado Anniversary Day. Councillors reported that AccessAbility Awareness Week is May 28 to June 3 and would be hosted in the lobby at 35 Alice Street, with a different focus each day. Heather noted that the library will host a display of accessible materials on Monday May 29.

11. Other Business – Rick shared that the Vintage Film Festival’s theme this October is “From Book to Screen.”

Moved by Councillor Rowley, seconded by Councillor Wright to adjourn at 8:27pm.

Next scheduled Library Board Meeting June 28th, 2023 at 7:00 pm in the Library or at the discretion of the Acting Chair.



Rick Hill

Acting Board Chair



Heather Ratz

CEO/Secretary/Treasurer

