



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
November 29, 2023 at 7:00 pm held in-person at 35 Alice St.**

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

Regrets: none

Absent: Shirley Coveney

1. Call to order at 7:02 pm by Rick.
2. Approval of minutes of October 25, 2023 & agenda for this meeting

Moved by Parise, seconded by Andrea that the Board approve the minutes of October 25, 2023 and the agenda for this meeting. Carried.

3. CEO Report

a) Oct 2023 –

Heather provided a brief overview of the report, highlighting that October was an important month for libraries with Canadian Library Month, First Nation Public Library Week, Ontario Public Library Week and Canadian Library Worker Day. Programs and initiatives for the month included Halloween's Trunk and Treat, Accessible Trick or Treating signs and book give-aways and our 5 Year Reno-versary! Also mentioned were an author chat with Brian Beaver, a virtual tour of Main St. Brighton with Dan Buchanan, our book sale, "KnitCetera" crafting group and a presentation from Queen's University - "Early Print Culture". Circulation in the Brighton Branch decreased less than 1%,

Codrington increased almost 50% and program attendance was up by 59.3%.

4. Financial Report – Heather

a) Balance sheet to Nov 9, 2023 –

Heather commented that the Current Year Books amount is updated with the current totals and now only includes amounts for 2023, not 2022. Spending for this budget line is on track.

b) Profit Loss Budget vs Actual – to Nov 9, 2023 –

Heather included the following notes. Line 4050 – Book Sale will be updated to include \$260.45 from latest book sales. 4165 – Private Donations is over budget due to money donated from an estate. The library has received another unexpected donation of \$5,000 from an estate. Lines 4270/4272 are currently in process with the ministry and should be received this fiscal. Lines 4271/4273 to be received from OLS in January. Line 5350 – Outreach Programs has \$400 yet to be entered. Line 5400 – Professional Development is over budget due to Heather's lack of oversight in planning for year-end costs. Line 5650 – Technology Expense is under budget as Heather is waiting for a \$5000 invoice from the Municipality for IT. Lines 6030 – 6040 are new categories after the audit updates. They will have budget amounts next year. Line 66001 – Staff Benefits Expense – will be under budget in part because not all staff are participating in OMERS. Line 66003 – Salaries Expense – Heather predicts we will be under budget after remaining pay periods and after part time staff have vacation paid out.

c) Maturing GICs –

Rick and Heather met with CIBC to discuss investment options and determined that there is no value in changing the way the GICs are currently being handled. Heather requested a motion for instructions for the 2 GICs that are maturing in Dec.

Moved by Beth, seconded by Parise that Heather reinvest the 2 redeemable GICs, including the interest, by the maturity dates. Carried.

- d) GIC withdrawal Jan 2024 – The auditor advised that GICs used for capital assets be withdrawn the year the money will be spent. Since the Board does not meet until the end of Jan, Heather asked for a motion now, in order to have the money for Jan, as per the 2024 budget proposal.

Moved by Tina, seconded by Don that in January, Heather withdraw \$8000 only from one GIC to purchase technology, as per the proposed 2024 budget. Carried.

- e) RBC Visa – update –

Heather explored the option of increasing the limit on the RBC Visa and reported to the Board that the application would cost approx. \$400 (gov't/bank fees) and the credit application requires a 1 Year non-redeemable GIC to be held as collateral in the requested credit facility for the duration of the term of said credit facility.

- f) CIBC Visa – recommendation –

Due to the cost and issues tied into applying for an RBC increase, Heather recommends applying for a CIBC credit card. This application requires 2 years' worth of financial reports, a letter from the Board, and any current lending (lease) documents. Heather asked for a motion to proceed.

Moved by Councillor Rowley, seconded by Councillor Wright that Heather complete the requirements to apply for a CIBC Visa card.

- g) Turkey money –

Every year, staff are recognized with cash (turkey money). Volunteers get cards and a small gift. The 2023 budgeted amount for this is \$500 with \$125 for volunteers and \$375 for staff.

Moved by Councillor Wright, seconded by Parise that the bookkeeper issue a cheque to Heather in the amount of \$375 to be distributed to each employee for annual staff appreciation, also known as “turkey money”. Carried.

5. Policy Updates

- a) BL-01 Statement of Authority, Powers & Duties
- b) BL-02 Organization and Composition of the Board
- c) OP-13 Safety, Security and Emergencies
- d) OP-14 Prevention of Workplace Violence
- e) OP-15 Prevention of Discrimination and Harassment
- f) PER-03 Terms and Conditions of Employment
- g) VOL-01 Volunteer Program

Rick reviewed the Policy Committee Meeting Minutes. There were minor changes to the above policies.

Moved by Beth, seconded by Andrea to accept the policy updates as presented. Carried.

6. BDA – committee report –

Beth reviewed the report with the Library Board. There are many initiatives that the BDA is currently busy with including municipal projects for the 50th anniversary of Applefest (2024) and creating Brighton postcards for distribution. They are also working on a plan for the in-house collection held by Don Halcrow, curator of the Royal Canadian Legion Branch 100. Due to the circumstances surrounding becoming a committee of the Library Board and a late start to the year, the BDA has funds that will not be spent this year. Therefore, the BDA brought forth a recommendation for BPL to establish a BDA reserve fund and transfer specific identified amounts into that fund. Heather followed this up with a reminder that every amount going in or out of the reserve fund must have a motion by the Library Board.

Moved by Andrea, seconded by Councillor Wright that Heather establish a BDA Reserve Fund in QuickBooks. Carried.

Moved by Tina, seconded by Councillor Wright to transfer the original reserve amount of \$2466.20, current BDA donations and the amount allocated from the 2023 budget for the creation of a website. Carried.

7. Correspondence –

Heather received a letter of notice for a \$5000 donation from an estate. The money has been received. Heather noted to the Board that for any donation over \$25, she sends a card and receipt.

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

Council has been busy reviewing Fire Halls for a future new build, working on the Christmas Parade and reviewing the 2024 budget. Councillor Rowley reported that Heather's presentation to Council a few weeks ago was well received and was in line with municipal thinking about staff mental health.

9. Other Business –

Tina reported that she attended the quarterly OLS Library Board meeting via zoom. It was not well attended, unfortunately. Discussion included the new Valuing Ontario Libraries Toolkit (VOLT), taking the Library into the community, severe weather policies and social services referrals.

Moved by Andrea to adjourn at 8:12 pm.

Next scheduled Library Board Meeting January 31, 2024 at 7:00 pm in the Library or at the discretion of the Acting Chair.



Rick Hill

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

