



**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 October 25, 2023 at 7:00 pm held in-person at 35 Alice St.**

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

**Regrets:** Councillor Wright

1. Call to order at 7 pm by Rick.
2. Approval of minutes of September 27, 2023 & agenda for this meeting

**Moved by Parise, seconded by Tina that the Board approve the minutes of September 27, 2023 and the agenda for this meeting. Carried.**

3. CEO Report
  - a) Sept 2023 – Heather presented her report and highlighted information regarding programs and initiatives. The Library hosted a viewing of "The Road Forward" from the National Film Board for Truth and Reconciliation Week. She gave a stellar review of Alyssa's job taking over Story Time and Sunny Days in Penny's absence. Heather shared an example of Andrea's amazing marketing material, along with photos of book displays created by other staff. Heather noted that the Library hosted the Alzheimer Society of Hastings-Prince Edward for World Alzheimer Day on September 21<sup>st</sup>. They provided a free education session on Dementia-Friendly Communities. We will be hosting two sessions on Brain Health in November. Circulation decreased by 13.5% in Brighton due to closures for Applefest and ongoing work in the basement of our building, plus decreases due to the beginning of the school year.

Codrington saw an increase of 23% but the Board was reminded that small changes there translate to large percentages. Codrington has been busy with the market and Tuesday morning breakfasts beginning again. With school beginning again, programs and attendance numbers are down.

- b) Christmas closure – Heather reviewed the policy around holiday closures and recommended we close from December 24<sup>th</sup> to January 1<sup>st</sup> inclusive.

**Moved by Shirley, seconded by Beth that the Library be closed December 24, 2023 to January 1, 2024 for the Christmas holidays. Carried.**

4. Financial Report – Heather

- a) Balance sheet to Sept 30, 2023 – Heather pointed out that under 1100 – Bank Restricted Funds, \$100,000 has been redeemed and that will be reflected in the October's financials. She also noted that there is one more auditor adjustment to be made for 2022.
- b) Profit Loss Budget vs Actual – to Sept 30, 2023 – Heather told the Board that the budget is tracking well and she will give specific updates at the next meeting. Line 4050-Book Sale is under budget but we are hosting a book sale this weekend and will bring leftovers to November 5<sup>th</sup>'s event in Codrington. 4165-Private Donations is also under budget but Heather is hopeful that estate funds left to the library will be received by year-end. This line was reduced for the 2024 budget. Line 4160-Photocopier/Printing Fees (income) is almost at the budgeted amount at this time. This budget has been increased slightly for 2024. Lines 4270/4272 both rely on Ministry grants that will be received later this year. Heather has to apply for these every year and has done so this year. These will be reflected in the financials in January 2024.
- c) Maturing GICs – Heather reminded the Board that there are 2 GICs maturing in Dec and the Board needs to decide what to do with them. A motion to reinvest the principal and interest on the maturity dates of the GICs and withdraw the amount to cover meeting room upgrades in 2024 when needed was deferred to November's meeting. Heather will bring information about options for reinvestment.

- d) RBC Visa – increase limit – Heather requested a motion to ask for an increase of up to \$5000. The current limit of \$2,000 is limiting and being able to charge more will save on cheques.

**Moved by Beth, seconded by Parise for Heather to request a limit increase from \$2000 to \$5000 for the RBC Visa.**

- e) Draft Budget #2 2024 & letter – Heather reviewed the revised budget. The request from the Municipality of Brighton is an increase of 3.72% over last year. Heather noted that the Municipality asked her to create a separate line for IT support wages under both income and expenses, similar to what we already do with Space & Services. They also informed Heather that they are using a 3% wage increase for 2024 so the revised budget reflects that in both the salary expenses and employee benefits since they are based on wages. However, health benefit costs may decrease in 2024. Heather recommends using \$8,000 in reserve to purchase the meeting room upgrades, down \$2,000 from draft #1. Any leftover funds may be used to replace the laptops, as they are ready for an upgrade. Heather presented the cover letter to go with the budget proposal.

**Moved by Tina, seconded by Parise to accept the Draft Budget #2 2024 & cover letter. Carried.**

5. Policy Updates

- a) OP-22 Operational Continuity Plan
- b) PER-01 Personnel Management
- c) PER-02 Staff Onboarding

Rick reviewed the Policy Committee Meeting Minutes that were forwarded with the Board Package. The only substantive changes were to PER-02 which included changing the title of the policy and changes around requiring a Criminal Record Check.

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

6. BDA – committee report – Beth reviewed the report commenting on the new display in the lobby and that the BDA is researching grants they can apply for to help with metadata. Beth mentioned having volunteers do this task and Parise asked where the work would be done. That is unknown at this time. Heather asked if the volunteers were Brighton residents and was that a requirement. The Board agreed that it wasn't, as these volunteers wouldn't be on the BDA committee.
7. Correspondence – None
8. Report from Council Reps – Councillor Rowley & Councillor Wright – Councillor Rowley reported that they have only begun looking at the 2024 budget. She reported that Applefest was a success this year. Councillor Rowley was invited to participate as a female politician in the Northumberland Expo for Women held in Port Hope recently.
9. Other Business – Tina agreed to act as the rep for Brighton and will attend the OLS Library Board Assembly meetings on behalf of the Library Board. The meetings are held virtually twice per year. The next meeting for libraries with populations of 10000- 19999 is being held November 15<sup>th</sup>.

Heather asked Councillor Rowley if we should wait to be invited to present the budget proposal or should we ask to be involved. We should ask to participate.

**Moved by Parise, seconded by Shirley to adjourn at 8pm.**

**Next scheduled Library Board Meeting November 22, 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