



35 Alice Street, P.O. Box 129
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613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for March 27, 2019 at 7:00 p.m. held in the library.

Present: Sandi Zwaan (Interim Chair), Murray Workman, Parise Herbert (Fill in recording secretary), Jane Baier, Heather Ratz (CEO, Treasurer, Recording Secretary)

Regrets: Bob Burke, Councillor Tadman, Councillor Rowley

1. Call to order at 7:00 pm by Sandi.
2. Approval of agenda – **Moved by Murray, Seconded by Sandi**—that the Board adopt the agenda, **Carried**.
3. Approval of minutes from regular meeting March 6, 2019 –**Moved by Murray, Seconded by Parise, Carried**.
4. Financial Report
 - a) Balance Sheet as of February 28, 2019 and Profit & Loss Budget vs Actual for January through February 2019 – Murray questioned whether the balance sheet actually balanced but Heather clarified this issue. Heather pointed out that we are under budget in technology and this is due to fewer hours by Brian, our IT person. He has had to be away due to family issues, but has been available to work remotely when there are issues. Heather noted that the GST/HST rebate for the 2nd half of 2018 has been assessed and will be deposited in the bank account.

Moved by Jane, seconded by Murray – that the Board approve the financial reports for February 2019, **Carried**.
 - b) Heather advised that the audit of the accounts is currently in progress and she is working with the auditor in response to queries.
5. CEO Report
Heather reviewed the report and made the following comments:
 - a) She noted that the Brighton numbers for February are down and she attributed this to the inclement weather which necessitated a closing of the library on two occasions. As well, the front entrance is still an issue.

- b) Heather advised that she had sent the current statistics for the Codrington Library to Liana Palmer and Liana had announced it at the breakfast on Tuesday morning. Heather also made a presentation to the Codrington Community Association and made note of it then. Hopefully we will now see an increase in Cod circulation.
- c) Heather noted that a couple of changes needed to be made to the Library website. It was agreed by all present that the "We Need Your Support" portion on the homepage of the website should be removed as we are no longer fundraising. It was also agreed to remove the section about the Library Expansion Working Group as it is outdated. The link to Canada Helps should remain as is.
- d) Heather advised that she had sent a report to the Parrot Foundation regarding their donation of \$50,000 and how it had been spent, according to our grant application. Murray also read and signed the report.
- e) Heather checked the OLA Library Awards and noted that applications for **renovated spaces** will be solicited in **April 2021**. Applications for **new building** awards are currently being solicited.

6. Fundraising – The sum of \$230.00 was raised through the author's event with Owen Laukkanen that took place on Tuesday, March 14, 2019.

It was decided that the "library mugs" should be kept for future promotion purposes.

Jane noted that she had spoken with Mrs. B about the chocolate event and confirmed the date of May 1, 2019 at 2:00 pm. Mrs. B has acquired a mould in the form of a book and will make one in milk chocolate and one in dark chocolate. It was decided that no refreshments will be served at this event but some chocolate prizes will be given out. A sticker under random chairs was proposed as a mode of giving out the prizes.

7. Policy Committee

The Policy committee met and reviewed the following documents:

GOV-04	Committees of the Board
OP-03	Confidentiality and Protection of Privacy
OP-10	Internet Services
OP-20	Meeting Rooms

The committee recommended slight changes to wording and grammar. Heather will make the corrections and have paper copies at the next meeting.

Moved by Murray, seconded by Jane – that the Board accept, with amendments, GOV-04, OP-03, OP-10, OP-20, Carried.

8. Friends

Heather noted that the Friends document included in the Board package included some good information on understanding Friends and their mandate. She attended the last meeting of the Brighton Friends and brought up the matter of their exclusion from the Friends of Canadian Libraries web site. She was advised that there was a fee to be part of the group and there was nothing received in return, so the Brighton Friends made the decision not to participate. They have also decided not to charge \$5/yr. Heather asked for \$300 for an adult fibre art program and the Friends were happy to assist.

9. Correspondence – Heather received the following:

- a) Don Colby has been in contact regarding a dedication ceremony for the digital microfilm reader. A discussion ensued as to the appropriate time for this and has been deferred to a later date. Heather noted that having it during the grand opening would mean more people would be in attendance but it also may overshadow the dedication.
- b) A patron donated \$100 towards the purchase of books. She wanted to especially thank former library employees, Maureen Venton and Sharon Bugg, for their dedicated service. Heather sent emails to each of them, passing on the information.
- c) Heather received her first email regarding the front entrance and lack of work on the project. Heather passed it on to the CAO for response.
- d) The Municipal Staff donated \$100 to the library in memory of Gil Ostrander. Heather wrote a letter of thanks and Sandi has signed it.
- e) Heather received a request from Kevin Reilly asking if the library would be interested in purchasing her deceased father's paintings (5) for \$2250. Heather passed around pictures of the art work. The members instructed Heather to respectfully decline the offer.

10. Report from Council Representatives – None in attendance

11. Other Business

- a) Jane asked whether the library would display a quilt named "Celebration of 150 Years." Heather asked for the size of the quilt. Jane will find out. Heather noted that the Women's Institute quilt has not yet been hung and we have to leave room for the local art work that we usually display. We are happy to hang it if there is room.

Moved by Murray to adjourn at 8:15 pm

The next scheduled Library Board Meeting is April 24, 2019 at 7pm in the library or at the discretion of the Chair.



Sandi Zwaan
Interim Chair



Heather Ratz
CEO/Secretary/Treasurer