



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 February 23, 2022 at 7:00 pm held in-person at 35 Alice.

Present: Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert, Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Penny Kingyens (Staff, Recording Secretary), Shirley Coveney, Carol French, Johanne Seccareccia

Regrets: Councillor Tadman, Murray Workman

1. Call to order at 7:02 pm by Bob.

2. Approval of agenda –

Moved by Rick, seconded by Shirley that the Board adopt the agenda. Carried.

3. Approval of Minutes from:

a) Regular meeting of January 26, 2022

Moved by Parise, seconded by Shirley. Carried.

4. Election of Vice Chair – 1 year term

Councillor Rowley's term has concluded. No other candidates were brought forward and Councillor Rowley agreed to stay on another year.

Moved by Shirley, Seconded by Parise to accept Councillor Rowley as the Vice Chair of the Brighton Public Library Board for another term. Carried.

5. **In Camera Session – Ontario Public Libraries Act 16.1(4)** A meeting or part of a meeting may be closed to the public if the subject matter being considered is (b) personal matters about an identifiable individual.

Moved by Rick, seconded by Johanne to move the meeting into In Camera Session at 7:06 pm. Carried.

Moved by Councillor Rowley, seconded by Parise to adjourn In Camera Session at 7:13 pm. Carried.

6. **CEO Report**

- a) Jan 2022 – Heather’s report was forwarded to Board Members to review in advance. Heather’s highlights included Virtual programs like Story Time and the Book chat with Ian Hamilton. She noted that Craft Kits and Family Literacy Day materials were available in January. Multiple new digital resources became available including “Small Business Reference Center to support small businesses and “Prenda” that will be used to create an after school Coding Club. Heather pointed out that circulation statistics for Brighton increased 17% from December to January. Codrington circulation increased 74% in the same time frame.
- b) **Pandemic Recovery – update –** 1 Library staff member tested positive for Covid and proper procedures were followed. The Library received a large number of KN95 masks from Canadian Red Cross. Part of the agreement to receiving them was to donate a percentage of them to other organizations. Some were given to Sunny Days, Brighton Children’s Centre and the Municipality of Brighton. The remainder are available to patrons and staff. Heather noted that after March 1st, programs can move to in person without vaccination requirements. Masks and contact tracing will continue.
- c) **Fundraising –** The budget this year includes \$1000 for fundraising and \$3500 in book sales. The Board discussed fundraising and concluded that the Friends of the Library should be taking on this role. Heather will reach out to the group to determine their current status and plan moving forward

- d) For discussion – PER-09 Workplace Vaccination Policy – As of March 1, proof of full vaccination against COVID-19 will not be required. Heather was concerned the policy could be clearer about expectations around new/prospective hires. There is also a question of how long proof of vaccination and regular testing will continue. This policy will be reviewed by the policy committee as scheduled in March 2022.

Moved by Rick, seconded by Parise to accept the CEO Report as presented. Carried.

7. Policy updates

- a) OP-20 Meeting Room – This policy has been revised to remove the proof of vaccination requirement.

Moved by Rick, seconded by Councillor Rowley, to accept the revised policy, OP-20. Carried.

8. Financials

- a) Profit/Loss Budget vs Actual - Jan 2022 – Heather noted that lines 4250-4550 are zero because these amounts come in throughout the year. There was an amount that came in from the Municipality in February and will be reflected in the next month's financials. Line 5400 – Professional Development is over budget for January because much of Library training takes place in the first quarter. Heather was happy to report that Line 66000 – Payroll Expenses is a little under at this point.
- b) Balance Sheet Jan 2022 – Line 1050 – General Operating account seems low but the first quarter amount of \$125,000 from the Municipality of Brighton has come in and will be reflected in next month's financials. Line 1700 – Current Year Books is the amount carried over from 2021 until the audit is complete.

Moved by Shirley, seconded by Carol to accept the financials as presented. Carried.

9. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Councillor Rowley reported that the Council approved the 2022 budget. Nothing was changed for the library amount. A task force was also approved to commemorate the Friday, July 13th, 1973 tornado that struck Main St. Brighton. The Council is planning for summer concerts in the park, Canada Day and the Queen's Jubilee celebrations and for Applefest to return.
10. Correspondence – The W.K. Lamb Award certificate arrived in the mail and will be displayed in the Large Print section of the Library.
11. Other Business – Johanne relayed her experience with OLS and OLA's Super Conference webinars. She highly recommended viewing the Conference webinars that are available until August. She spoke about how informative the Homeschoolers in Libraries panel discussion with Andrea and Penny was. She spoke about OLS's resources for legacy planning and recommended that members look at them.
12. Adjourn –
Moved by Councillor Rowley, seconded by Carol to adjourn at 8:19.

Next scheduled Library Board Meeting is scheduled for March 23, 2022 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the Board Chair.



E. ROWLEY
VICE-CHAIR

Bob Burke
Board Chair



Heather Ratz
CEO/Secretary/Treasurer