



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 September 23, 2020 at 7:00 pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).

Present: Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Councillor Tadman, Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Carol French, Jane Baier

1. Call to order at 7:00 pm by Bob.
2. Resignation notice - Bob informed the Board of Sandi Zwaan's resignation from the Library Board, effective immediately.
3. Approval of agenda –
Moved by Jane, Seconded by Murray that the Board adopt the agenda. Carried.
4. Approval of minutes from :
 - a) Regular meeting of June 24, 2020
Moved by Rick, Seconded by Councillor Rowley. Carried.
 - b) Special meeting of July 22, 2020
Moved by Jane, Seconded by Rick. Carried.
5. CEO Report
 - a) Strategic Plan – Heather shared page 3 of the plan with Board members via Zoom. She reminded everyone that this is a living document meant to guide decision making and should be used as a reference on a continuous basis.
 - b) Recovery Plan – update/COD – Heather reminded the Board that we are currently in Chapter 3 as of September 8th and only Brighton branch is open from 10-4. We will remain at this stage due to the recent rise in COVID-19 cases.

Heather presented to the Board that she had a plan to re-open COD October 13th for Tuesdays and Saturdays with one patron only at a time and all safety protocols in

place. After discussing service that is currently provided in Codrington branch, the size of the space and washroom cleaning, the decision was made to keep Codrington branch closed for now.

- c) Summer 2020 – Heather shared her report via Zoom. She spoke about new staff and community partnerships. Councillors Rowley and Tadman agreed to forward information provided by Heather about Dementia Awareness training for the Municipality. Also noted were programming and initiatives like Busy Bundles, Sunny Days, Parks Passes and Scientists in School online workshops. She noted a sample of Professional Development engaged in by staff. She also noted that there was a decrease in circulation from July to Aug in Brighton and that was comparable to the trend from last year. Numbers for OverDrive remain high and there is still a lot of engagement on social media.

6. Financials

- a) Reserve Schedule – Review and Approval (as per audit recommendation) – Heather shared the bookkeeper’s copy via Zoom. The \$50,000 principal investment will mature December 17, 2020 with interest of 1.3%. In May, the Board directed Heather to cover the overage in supplies budget with this fund. Further discussion about use of the funds was moved to October’s Board meeting.

Moved by Councillor Tadman, Seconded by Councillor Rowley to approve the Reserve Schedule review. Carried.

- b) Compensation and Pay Equity Review – The compensation review process began with the Municipality in June. On August 31st, Heather received an email inviting the library to participate in the pay equity review process, by the same consulting firm. Heather accepted and the review is now underway. This was already planned and budgeted for in 2020. The library will be invoiced after it is completed.
- c) Profit/Loss vs Budget and Balance sheet for June/July/Aug 2020 - The Board agreed to review only those for August since the numbers for June and July are included.

Budget vs Actual - Heather noted that Line 4000 – Accrued Revenue HST Rebate reflects the amount received for the first half of the year. Line 5300 – Library Supplies and services reflects overage from PPE purchases, as expected. Line 5650 – Technology Expense is under budget in part because Prince Edward County has not invoiced yet for our portion of the OLC membership as an associate member with them. That amount will be somewhere between \$6-7000.00. Again, it was noted that payroll expenses are under budget because one staff does not receive OMERS or benefits but it is budgeted for.

Balance Sheet – Heather noted line 1050 – General Operating reflects the balance of the CIBC account and line 1100 – Bank Restricted Funds reflects the investment and interest discussed earlier. Line 1700 – Current Year Books, Heather noted is approximately \$49,000 currently with a budget of approximately \$88,000 for the year, with extra funds coming from the Development Charges funding. Councillor Rowley asked if it had to be spent this year and Heather replied that it does and it must be spent on acquisitions. That includes eResources that have been essential this year.

- d) 2019 surplus/Municipal ask – That as per June’s Board meeting discussion, there is a surplus that the auditor advised should not continue to accumulate and the Municipality has asked that the library Board consider returning surplus funds to assist with their budget that has been stressed due to the pandemic. The recommended reserves amount of 2-3 month operating expenses was discussed as well as the amounts currently held in surplus and investments. Councillors Tadman and Rowley will meet with Linda Widdifield and Heather to discuss returns of surplus funds. They will bring information from that meeting to the table for discussion at October’s Board meeting.
- e) Budget 2021 – 2nd draft – It was noted that the budget reflects the desire to work to support the Municipality in their efforts to create a balanced budget for 2021. Heather highlighted that much remained the same as the 2020 budget, Total Revenues and Total Expenditures remain the same. The amount requested from the Municipality has been reduced by \$1000 from 2020’s budget. Wages remain the same as per the 2020 agreement with wages and benefit amounts accounting for the bulk of our expenses. Benefit costs have increased for all full time staff but keep in mind that one employee could retire during the year and the funds would be needed should a new employee fill the position. Acquisitions budget will change with the actual amount of Development funds provided for the year. Items noted that were reduced with this year’s budget include Equipment Maintenance & Repairs, Promotions & Advertising, Professional Development, Travel, Professional Fees and Technology. Reasons noted were; Professional Development will be most likely be virtual next year, including the OLA Super Conference that takes up the majority of the PD budget. In addition, there will be no Pay Equity Review, as it is being done this year and Brian is able to do most of our tech work, remotely.

Moved by Murray, Seconded by Parise to *accept* the draft budget as presented, but final *approval* will be at the Oct meeting. Carried.

Moved by Jane, Seconded by Councillor Tadman, to accept the financial reports for August 2020. Carried.

7. Policies for Review and Approval

- a) OP-02 Resource Sharing – Rick noted the change in item 2k) “whose actions or negligence led to the incurrence of the fees”
- b) OP-12 General Facility Use – no change

Moved by Councillor Tadman, Seconded by Parise to approve these policies as presented. Carried.

- 8. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Councillor Rowley commented on the Walk-a-Mile in Her Shoes event. She also noted this is Applefest weekend and everyone is encouraged to wear red on Saturday since Brighton is not hosting regular events due to the pandemic.
- 9. Correspondence – On July 10th, Heather received an email from Richard Grove (Tai). He has a large collection of cameras and ceramics that he would like to become a permanent collection at the library. The collection would be given his name and he would be the curator. The Board does not wish to set a precedence in accepting collections for permanent display, as there is not adequate space to do so. Heather will graciously decline giving the same reason.
- 10. Other Business – Bob encouraged Board members to volunteer at the library to help at the main entrance, with a reminder that wearing a mask in accordance with health recommendations is mandatory.

Moved by Jane, seconded by Councillor Tadman to adjourn at 8:30 pm.

Next scheduled Library Board Meeting is scheduled for Oct 28, 2020 at 7:00 pm in the Library or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer