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**MINUTES for the regular meeting of the Brighton Public Library Board for June 26, 2019
at 7:00 p.m. held in the library.**

Present: Sandi Zwaan (Vice-Chair), Parise Herbert, Bob Burke (Chair), Councillor Rowley, Councillor Tadman, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Carol French, Shannon O'Leary

Regrets: Murray Workman, Jane Baier

1. Call to order at 7:00 pm by Bob.
2. Approval of agenda – **Moved by Councillor Rowley, Seconded by Councillor Tadman** that the Board adopt the agenda, **Carried**.
3. Approval of minutes from the regular meeting of May 22, 2019 – **Moved by Parise, Seconded by Sandi** that the Board approve the minutes, **Carried**
4. Financial Report - Heather
 - a) Balance Sheet & Budget vs. Actual as of May, 2019 – Heather noted regarding the Balance sheet that line 1075- Royal Bank Business Account will be corrected to zero and line 1700- Current Year Books amount is a true reflection now that the audit is done. Regarding the Budget vs. Actual, line 4250- Municipality of Brighton and 4255- Municipality of Brighton Development Charges Fund are up to date. Line 5350 – Other, Heather has been allocating the Opening and Dedication expenses here.
 - b) SOLS budget management (ILLO) – Heather noted that SOLS is maintaining many services such as Overdrive, LearnHQ, APLL Program, CEO & Board Support. Rather than meeting in person, some meetings will transition to virtual for cost savings. Items that have been cut include the Courier service and transport for Large Print Pool Rotation. Heather will be transporting TLPP since it is on her route home.

ILLO's suspension was lifted as of June 1st. Over 100 Libraries were back up right away with the remainder coming online over the summer. Heather noted that SOLS has used figures from 2018 to estimate the reimbursement amount for 2019. The budget for reimbursement is \$340,000. They estimate the amount per lend will be around \$0.81 but the amount will depend on actual total volume for the year. Using this estimate with our figures from 2018, we would get back roughly half of the \$2336.83 that it would have cost us for shipping all items lent out for ILLO. It is early days to

estimate how much volume we will see on a monthly basis but it is not expected to return to 2018 numbers. Penny and Heather will closely monitor ILLO as we find a new normal. It may be decided to limit what we lend out such as new items or DVD's like other libraries have chosen to do.

c) Audit – The Board members were each given a copy of the auditor's report. Heather noted that the cost of the audit was up from last year for the same report and was over the budgeted amount for the year. Heather referred to pg.5 of the audit- Annual Surplus. The Board directed Heather to bring a list of items to invest in that could be expensed from this surplus. Heather will clarify that the surplus amount includes the GIC. It was discussed that perhaps there should be a policy to cap the amount of surplus. It was noted that on p.10 Budget Surplus refers to budget not the actual amount. Heather highlighted the auditor's summary report. It was recommended by the auditor to present the Reserve Continuity Schedule regularly. The Board agreed that quarterly would be sufficient. At the recommendation of the auditor, journal entries will now include descriptions and HST will now be calculated so the rebate on transportation costs can be taken advantage of.

d) GICs – In the past, short term GICs have been purchased at this time of year to earn some interest while the funds are not needed. They would be redeemed in the fall, as needed. Heather noted that a short term would have a return of .25%. It was questioned whether it was worth the time to take out the GICs but since it is always recommended as a measure of keeping money secure, it was decided that Heather would take out 2 short term GICs in the same amount as previously.

Moved by Councillor Tadman, Seconded by Carol, that the Board direct Heather to purchase 2 short term GICs, at \$50,000 each, Carried.

5. CEO Report

Heather reviewed the report and made the following comments:

a) Summary – May 2019 – Heather highlighted successful programs and initiatives from her report; Mrs. B's chocolate talk, Adult Fibre Art, Using Herbs for Health & Wellness, Sunny Days and Class visits. CSJ students have started work with the library and will be taking turns assisting Kim with this year's Pop Up which includes a Plinko game, button maker and will highlight the TD Summer reading program for children. Andrea is continuing with social media and is taking the Marketing course offered through SOLS. Heather has completed her first year of the APLL course and Jeni attended a workshop around serving youth in the community. Program attendance has increased as well as Codrington's stats. Brighton circ stats have decreased from April to May. The Board discussed ideas to boost Brighton's numbers such as Outreach book talks to different groups ie. Probus, schools and Brighton by

the Bay. It was agreed that a tri-fold flyer advertising our services be made and distributed. Councillor Rowley will check with the Municipality to see if they can include in a mailing. It was also suggested that it could be distributed with a stand to local businesses. Heather will have staff create the flyer and contact Willow about producing it.

b) Pop-Up Library- see notes from CEO report.

c) Accreditation – Heather came prepared with information for the Board to consider pursuing accreditation and it was decided that the discussion would be tabled as the Board was not interested in pursuing it at this time. It was agreed that an accessible desk and equipment should still be purchased at the cost of \$1250.00 and installed on the south side of the library.

d) Applefest Saturday Closure-

Moved by Councillor Tadman, Seconded by Councillor Rowley- that the Board approve the closure of the library on Saturday Sept 28, 2019, Carried.

e) FOL raffles- Heather was approached by Friends of the Library regarding raffles and selling tickets in the library. Heather recommended that we do not engage in this and the Board agreed. Also, the library cannot accept funds raised through raffles/lotteries. The Board directed Heather to contact FOL about helping us through community engagement via book talks and information sessions.

6. Strategic Plan – Heather offered an overview of the process and steps needed for the strategic plan moving forward from 2020. The board would like to have a facilitator to guide the group through the process. SOLS offers sessions and would have a consultant come. Heather will gain more information on finding a facilitator. The board felt they would pay to have someone come and work with the group to ensure they have the type of guidance they need. Heather recommended the Committee consist of herself, a staff member and a few board members. Sandi, Mary and Murray will volunteer for the committee.

7. Policy Committee

a) BL-03 Terms of Reference for Officers

b) GOV-09 Delegation of Authority to CEO

c) OP-04 Circulation- will be tabled to September's meeting.

Board members were given copies of these policies to review prior to the meeting.

Heather noted that the Resource Sharing policy was deferred to Sept to allow more time to investigate the impact of the new ILLO landscape.

Moved by Councillor Rowly, Seconded by Councillor Mary- that the Board approve BL-03, GOV-09 and OP-04, Carried.

8. Code of Conduct- A copy was forwarded to board members for review prior to the meeting.

Moved by Councillor Rowley, Seconded by Sandi to approve the Code of Conduct, Carried.

9. Donor wall/plaque – Bob is still looking into options.

10. Correspondence – Heather received 2 emails about a patron’s dissatisfaction with the food and drink policy. She responded appropriately and has heard nothing more.

11. Report from Council Representatives – Councillor Tadman & Councillor Rowley - None

12. Other Business- Councillor Rowley complimented all on a job well done with the Open House (Grand Opening). Thanks went to Shannon for arranging to have refreshments. Bob reminded all that he has artwork in storage that needs to be returned and displayed in the library. Heather brought forward that she was having a difficult time getting items such as the new plaque hung up. Councillor Rowley offered to bring it forward to someone at the Municipality to get the work done, as soon as possible.

Moved by Bob to adjourn at 8:40pm.

The next scheduled Library Board Meeting is September 25th, 2019 at 7:00 pm in the library or at the discretion of the Chair.



Bob Burke
Board Chair



Heather Ratz
CEO/Secretary/Treasurer