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MINUTES for the regular meeting of the Brighton Public Library Board for Feb. 24, 2016 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Erin Alexander, Councillor Brian Ostrander, Peter Starbuck, Mary-Jo Solarik, Murray Workman, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Diana Scott (Recording Secretary-Library Staff)

Absent: Councillor Steven Baker

Bob Burke - Letter of Thank you to Dan Buchanan for his time on the Library Board

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

2. Adoption of the amended agenda- **Moved by Mary-Jo, Seconded by Peter** - That the board adopts amended agenda, **carried.**

3. Recording Secretary-Diana Scott (Library Staff) will be acting recording secretary. It is requested that minutes are sent to trustees within a week of the Board meeting.

4. Treasurer- It was noted that it was not recorded in the minutes of the Jan 20, 2016 that Peter resigned as treasurer or that he be removed as signatory. Peter asked to defer until 10.a.

5. Appointment of :

a) Friends of the Library Liaison- Murray appointed.

b) SOLS Library Board Rep-Bob appointed.

c) Board Secretary- Mellissa appointed and Diana appointed as recording secretary.

d) CCA Rep-with Dan Buchanan's resignation to the board, a new representative is needed. It was decided that there will be a rotating representative that will attend each meeting which is the fourth Thursday of the month. Bob will attend next CCA meeting. Councillor Ostrander suggested that the library board invite a CCA rep to attend library board meetings as well.

Moved by Councillor Ostrander, Seconded by Mary-Jo- That the board accept these appointments, **carried.**

Bob explained that Board members are always invited to attend the SOLS Trustee Council meetings. Next meeting will be April 30 at 9:30am at the Belleville Public Library. Please let Bob know if you are interested in attending as RSVP is required.

6. Approval of Minutes from regular meeting of Jan. 20, 2016 – **Moved by Murray, Seconded by Peter-**That the board accept the minutes from Jan. 20, 2016 as amended, **carried.**

7. Financial Report - Peter and Erin presented and highlighted items of interest. See attached Financial Reports.

a) Nov. 2015- **Moved by Peter, Seconded by Mary-Jo -** To accept the Nov. 2015 financial report, **carried.**

b) Dec. 2015- **Moved by Peter, Seconded by Murray -** To accept the Dec 2015 financial report, **carried.**

c) Jan. 2016- Noted that an advance was requested to the municipality by CEO is expected to be received by the end of the month.

Moved by Erin, Seconded by Sandi - To accept the Jan 2016 financial report, **carried.**

8. Strategic Plan Your Library! Your Imagination! – Communication Plan Update – Mary-Jo presented proposed letters to be sent to various community groups along with a copy of the Strategic Plan:

-Letter to Mayor and Council-amend to include that an increase to space is required as a result of community input.

-Community Focus Group-group should be first to receive the Strategic Plan.

-Brighton School Librarians-amend to include “is a priority” instead of “was a priority”.

-Also available for Staff, Library website, Library open house, Codrington Community Centre, Brighton Public Library Location.

Mellissa will attend next meeting of the “Friends of the Brighton Public Library” to present Plan.

Moved by Mary-Jo, Seconded by Murray - To accept the Strategic Plan Communication Plan and accompanying letters as amended, **carried.**

Bob requested a letter be drafted to thank the Mayor and Council after 2016 Municipal Budget is approved.

9. Committee Meetings – Public Meetings reference to Public Libraries Act Sect. 16.1 – Mellissa advised the Board that Board Committee Meetings are required to be open public meetings in accordance with the Libraries Act. Mellissa advises that the board will need to post when and where Committee Meetings are held. Business can be discussed in closed session in accordance with Public

Libraries Act 16.4, but motions that result from closed sessions are to be made in open meeting in accordance with the Public Libraries Act. Mellissa needs to know in advance when and where the Committee Meetings are held so she can, in return, reserve space for meetings as necessary and post the meeting on the Library Website.

Moved by Councillor Ostrander, Seconded by Erin -To accept report for Committee Meetings, carried.

10. Committees of the Board Reports:

Moved by Councillor Ostrander, Seconded by Mary-Jo - To rescind the motion from Jan 20, 2016 regarding the motion to approve committee appointments, which was originally motioned by Peter, seconded by Erin, carried.

Moved by Councillor Ostrander, Seconded by Mary-Jo - To accept Policy Gov 04 Committees of the Board as amended, carried.

a) Finance-Erin, Murray, Councillor Baker, Peter

Peter stated quorum is irrelevant since this committee does not take any action, they only report to the Board as an advisory group. Discussion ensued regarding the tasks of the treasurer, stating that all tasks outlined in the Public Libraries Act 15.4 as responsibilities of the treasurer are performed by CEO. Finance Committee recommends to the board the appoint of Mellissa as Board Treasurer.

Moved by Councillor Ostrander, Seconded by Peter - That the board appoint Mellissa as Treasurer of the Brighton Public Library Board, and that Erin and Peter be removed as Treasurer, carried.

Moved by Councillor Ostrander, Seconded by Peter - that the signing authority by Erin be rescinded, carried.

Moved by Murray, Seconded by Councillor Ostrander - To accept the Terms of Reference for the Finance Committee, carried.

b) Policy Development-Introduction to the Policy-Sandi, Erin

Moved by Councillor Ostrander, Seconded by Sandi - To accept the updated Introduction to the Policy Manual, carried.

c) Board Self-Governing Mandate-Mary-Jo, Murray, Sandi - No report.

d) CEO Evaluation-Bob, Mary-Jo, Councillor Ostrander –Report Deferred.

Moved by Murray, Seconded by Peter - That these 4 committees be approved with existing trustees names, carried.

11. Report from CEO-See Attached Report "January at a Glance". Mellissa also explained that the audit has begun and it was noted by that the opening balances in Quick Books do not match the closing balances from the auditor. CEO noted that it was likely that Quick Book opening balances came from the December financial reports and were not adjusted once the audit was completed in April of 2015.

Discovery and adjustments will be made by the auditor. It is estimated that a \$500 increase to the audit fees will result from the auditor's adjustments.

12. Correspondence-none.

13. 2016 Budget Update- Committee of the Whole met this past Monday, no changes were made to municipal budget from public consultation. Bob encourages that trustees direct media and public to the CEO regarding inquiries of the expanded space for the library.

14. Accreditation – Bob states it is a work in progress.

15. Report from Council Representatives – see above budget update

16. Other Business-

Murray inquired about the progress on the Committee of Council in regards to the Municipal Space and Library Expansion. At this time no meeting for the Committee of Council appointed at the November 2015 Council Meeting has been scheduled.

Mary-Jo asked for a 2 drawer filing cabinet be purchased to store board files. Mellissa stated that there is a drawer dedicated to Library Board minutes and documents in her office filing cabinet. Purchasing was deferred due to a lack of existing space to house Board dedicated filing cabinet.

Mellissa looked for confirmation that when the Municipal Budget is approved, CEO can move forward with a media release regarding re-opening of hours. Board agrees for CEO to move forward as required.

Moved by Mary-Jo, Seconded by Murray - To adjourn at 9:13, carried.

Next scheduled Library Board Meeting set for March 23, 2016 at 7:00 pm in the library or at the discretion of the Chair.



Robert Burke
Chair



Mellissa D'Onofrio-Jones
Secretary