



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 June 22, 2022 at 7:00 pm held in-person at 35 Alice.

Present: Bob Burke (Board Chair), Councillor Rowley (Vice Chair), Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Murray Workman, Carol French, Penny Kingyens (Children's Librarian, Recording Secretary), Shirley Coveney, Councillor Tadman

Regrets: Parise Herbert, Johanne Seccareccia

Absent: none

1. Call to order at 6:56 pm by Bob.
2. Approval of agenda –

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

3. Approval of Minutes from:
 - a) Regular meeting of May 25, 2022

Moved by Councillor Rowley, seconded by Rick. Carried.

4. Audit 2021 – presentation by Jon Hickey from Baker Tilly

Jon offered a brief review of the Auditor's Report including the Statement of Financial Position, as well as, Statement of Operations and Accumulated Surplus. He stated that the outcome of the audit left him with no concerns. Jon commented on the short term investment of a GIC being a safe option with Covid still making the future a little uncertain. The amounts for Cash, Accounts Payable and Prepaid were very consistent with last year. With regard to the Statement of Operations and Accumulated Surplus, Jon pointed out there is \$100,000 that is reflected as part of the Municipal Contributions amount as well as the \$100,000 amount listed under Expenses

as Space & Services. While this represents fees for using municipal space, there is no actual movement of money and the result is no change to the bottom line. Jon noted an increase of Salaries Expenses due to the Pay Equity Review and the resulting salary increases in 2021. The amount is comparable to other municipalities and libraries Baker Tilly has audited recently. This year showed a small decrease in Net Financials. The Library's Tangible Capital Assets shows a healthy accumulated surplus for 2021. There were a few issues that Heather and the auditors worked to clear up. Two different rates for HST, both the municipal rate and the non-profit rate, were used for entering invoices. This should be more consistent. Heather will discuss with the bookkeeper about using the municipal rate consistently since it gives a higher rebate. The auditors also brought it to Heather's attention that some of the calculations for 2021 retro pay were incorrect and as a result, full time staff were underpaid. Heather will ensure these staff are paid the amount owing and the amount will be reflected in the 2021 budget.

5. CEO Report

- a) May/June 2022 – Heather did a quick review of her report that was sent with the Board package. She highlighted that the library closed early for a power outage and that municipal customers are now using the lobby entrance. Programs and initiatives included an author visit, increasing numbers for Story Time, a teen movie, grants for the installation of an interactive wall in the Children's Library and decodable books to become more dyslexia friendly. AccessAbility Awareness Day allowed for a better understanding of several barriers to everyday life in our community, Homeschool in the Library Day brought Stirling M.I.L.L. exposure that resulted in the creation of a Ukulele program and Mental Health in Motion was a collaboration with the municipality to help bring awareness to this important issue.

The Library welcomed a new full time Library Clerk and a Canada Summer Job Student will start on July 4. Heather completed an Employment Law & Human Resources course.

Brighton saw a small increase in circulation last month.

b) Applefest – Saturday, Sept 24 –

Moved by Bob, seconded by Shirley that the library remain closed on Sept 24. Carried.

c) CEO evaluation date for 2022 – Due to it being an election year and a new Board being elected, it was decided that Heather’s evaluation would take place in September to be finalized in October before the change occurs.

Moved by Councillor Rowley, seconded by Murray to accept the CEO Report as presented. Carried.

6. Policy updates

- a) BL-03 Terms of Reference for Officers
- b) GOV-09 Delegation of Authority to the CEO
- c) OP-20 Meeting Room
- d) OP-22 Operational Continuity Plan
- e) Library Board Appointment

Rick gave an overview of the Policy Committee Meeting minutes that were forwarded to the Board in advance. Changes were made to BL-03 Terms of Reference for Officers to include deposits according to the Public Libraries Act. OP-20 Meeting Room had an addition to indicate that room bookings can only be made six months in advance and the addition of a designate to authorize use and fees. OP-22 Operational Continuity Plan saw a number of updates to suit the manner in which the Library currently runs and to update current contact information. A Library Board Appointing Policy and Library Board Committees were discussed as per Rick’s notes.

Moved by Murray, seconded by Shirley to accept the updated policies as presented. Carried.

7. Financials

- a) Profit/Loss Budget vs Actual – May 2022- Heather provided more details on why salaries expenses is over budget. When she drafted the 2022 budget, she did not consider that there might be a return to regular hours and the addition of a 2nd evening opening. This requires more staff. Heather will monitor this expense closely.
- b) Balance Sheet May 2022 – Heather noted that once the adjustments from the auditor are made, line 1700 – Current Year Books will only have 2022 amounts included but this report still includes 2021.
- c) Moving year-end funds to GIC's – Heather recommended moving funds to a redeemable, short term GIC as has been done in previous years. Some funds are not needed until year-end and doing this would earn a small amount of interest.

Moved by Bob, seconded by Carol that Heather purchase a redeemable, short-term GIC, in an amount that she deems appropriate. Carried.

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

- 8. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Canada Day plans for King Edward Park were discussed.
- 9. Correspondence – Councillor Rowley spoke with Owen Gibb about a plaque to be placed in the Library recognizing Bob Bird who served on the Library Board for many years. The Board agreed to the idea and suggested the lobby might be an ideal spot.
- 10. Other Business – Heather and Bob met with Brighton Digital Archives to discuss them becoming a committee of the Library Board. Terms of Reference are needed. There will be more meetings to discuss details.

Motioned by Rick, seconded by Councillor Rowley that the Board agrees in principle with the concept of BDA becoming a committee of the Board subject to an agreement between BDA, Library Board and the Municipality.

11. Adjourn –

Moved by Bob, seconded by Councillor Rowley to adjourn at 8:27pm.

Next scheduled Library Board Meeting is September 28, 2022 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

