



**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 May 25, 2022 at 7:00 pm held in-person at 35 Alice.**

**Present:** Bob Burke (Board Chair), Councillor Rowley (Vice Chair), Parise Herbert, Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Murray Workman, Johanne Seccareccia, Carol French, Penny Kingyens (Children's Librarian, Recording Secretary)

**Regrets:** Shirley Coveney

**Absent:** Councillor Tadman

1. Call to order at 7 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 March 23, 2022

**Moved by Murray, seconded by Johanne. Carried.**

4. CEO Report

a) March/April 2022 – Report forwarded in advance -Heather highlighted several events from the last few months including a very successful book sale that brought in \$835.35. We hosted an event with Brighton Digital Archives who were digitizing the AA Martin Scrapbook that was donated to the library. We celebrated poetry month and Greg hosted a book chat for local authors. Our award-

winning Tech Help Program resumed with Tricia and had a great response from the community. Heather's report highlighted EarlyON and Family Days at the Library, programs for families that began in April and brought new families into the library. Monthly circulation statistics showed a significant increase from Feb to March followed by a small decrease from March to April for both Brighton and Co-drington. With in-person programming in place once again, attendance was up by 10.3% March to April.

- b) Canada Summer Job Student – The Library received a CSJ grant to hire a student for 240 hours over 8 weeks. \$7.50 of the \$16.00/hr wage will be covered by the grant. In the 3 weeks since posting the job, Heather has received only 2 applications.
- c) Social media update – Since Andrea's presentation at the March Board meeting, our local followers on IG have increased significantly. Heather shared a document that Andrea created, highlighting the growth.
- d) Friends – final donation/thank-you plans – The Friends of the Library have dissolved and provided a final donation of \$845.03. This helped to fund the new book nook bookcase and a podium for the meeting room. Bob and Heather will make a plan to highlight the accomplishments of Friends and will discuss how to acknowledge their dedication to the library. Bob will draft a letter of thanks.

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

- 5. Policy updates
  - a) GOV-08 Duties & Responsibilities with Respect to Advocacy
  - b) GOV-10 CEO Evaluation
  - c) OP-07 Unattended Children

Rick gave an overview of the Policy Committee Meeting minutes that were forwarded to the Board in advance. Changes were made to clarify intent and update a Government Statute in the case of OP-07

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

6. Financials

- a) Profit/Loss Budget vs Actual – March/April 2022 – Heather suggested moving right to April financials because they include March. She made note of line 4050 – Book Sale that exceeded our budget due to the success of the recent book sale. Line 4165- Private Donations is also over budget with patrons making donations in lieu of fines that were eliminated. Line 4250 – Municipality of Brighton reflects all the funding has been received. Line 4255 – Development Charges Fund reflects funds not received yet. Heather noted that she might ask for some of these funds to be held in reserve for the Library, similar to 2021. Line 66001 – Staff Benefits Expense is under budget with the 1<sup>st</sup> Q having being paid. Line 66003 – Salaries Expense is over at this time. Heather noted that several variables come into effect over the course of the year and that she is keeping a close eye on this number. Net Income is under budget with funding still outstanding
- b) Balance Sheet March/April 2022 – Heather noted that Line 1700 – Current Year Books still includes last year’s amount. The audit is in process and this amount will be updated when the audit is finished.
- c) OMERS – update – As of January 1, 2023, all non-fulltime employees (NFT) will be able to join OMERS. A percentage is deducted from each pay and the Board matches that amount. Heather will poll the staff ahead of the official invitation (November) in order to determine the possible implications to budget 2023.
- d) Credit card fraud – In April while Heather was away, she received notice that the business credit card had been used fraudulently. She contacted the bank, the card was canceled and fraudulent fees were reversed. A new card has been issued.

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

7. Codrington Community Centre Meetings – Meetings are now the 4<sup>th</sup> Thurs of the month. Penny is unable to attend these meetings through the summer and has sent a report to the committee ahead of their meeting for this month. Bob will attend in June and has asked for any volunteers from the Board that would like to attend on behalf of the Library. It was suggested that perhaps a representative only needs to be there on a quarterly basis.
8. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Concerts in the Park resumes June 1<sup>st</sup>. The lobby is open for the public to access the Municipal offices. The Tornado Task Force to recognize the 50<sup>th</sup> anniversary of the big tornado that took down the town hall is organizing and looking for more members. An IT person has been hired by the Municipality and will begin mid-June.
9. Correspondence – Heather received an email noting that the person could not find a land acknowledgement on the website and suggested we should have one. The person also noticed that we do not have any information in French on our website. The Board will take this into consideration, monitor what the Municipality and other libraries are doing and will review our policies as they come up.
10. Other Business – nothing from the round table.
11. Adjourn –

**Moved by Rick, seconded by Parise to adjourn at 8:27**

**Next scheduled Library Board Meeting is June 22, 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