



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 October 26, 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), Carol French, Penny Kingyens (Children's Librarian, Recording Secretary), Shirley Coveney, Parise Herbert, Johanne Seccareccia, Murray Workman,

Regrets: Rick Hill, Councillor Tadman

1. Call to order at 6:57pm by Bob.
2. Approval of agenda –

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

3. Approval of Minutes from:

a) Regular meeting of Sept 28, 2022

Moved by Johanne, seconded by Parise. Carried.

b) In-camera meeting of Sept 28, 2022

Moved by Parise, seconded by Shirley. Carried.

Bob reflected on the valuable contribution of our staff member Vicki Kimmet who passed away on October 21st. A minute of silence was observed. Heather sent out cards of condolences on behalf of the staff and the Board and will forward donations to a charity, in Vicki's name.

4. CEO Report

- a) Sept 2022 – Heather highlighted sections of the report sent in advance. This included programs for Truth and Reconciliation Week, Tech Tuesdays that have started up again, John L. Hill’s author visit and the Code Club initiative. Both circulation and program attendance decreased from August to September which is typical of the end of summer transition.

- b) Santa Claus Parade – This year’s parade is November 18th at 7pm with a 6pm gathering time. Heather has secured a truck and trailer for us to have a float. The scene will be a book-building workshop. Heather requested to close at 5pm to prepare on this day.

- c) Christmas Closure – Heather requested a decision from the Board regarding holiday hours so the staff can plan appropriately. Brighton branch will close at 1pm on December 24th and reopen at 10am on January 3rd. Codrington branch will close at 2pm on December 24th and reopen at 930 am on January 3rd.

Moved by Murray, seconded by Johanne to approve the closures as discussed and to accept the CEO Report as presented. Carried.

5. Policy updates

- a) OP-09 Local History
- b) OP-11 Community Information & Bulletin Boards

Minutes of the Policy Committee meeting were forwarded to the Board and Heather reviewed the minor changes.

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

6. Financials

- a) Profit/Loss Budget vs Actual – Sept 2022 – Heather noted that the amount for Canada Summer Jobs has just arrived and will be reflected in the next financial report. She noted that it was less than previous years and less than budgeted for.
- b) Balance Sheet Sept 2022 – Heather noted that line 1100 – Bank Restricted Funds does not yet reflect the amount of \$100,000 for the GIC that was cashed in recently, as per Board direction. Line 1700 – Current Year Books is up to date for the year and we are on budget at this time.
- c) GICs – update and motion to cash in – Heather requested direction from the Board regarding two GIC's maturing in December.

Moved by Parise, seconded by Shirley that Heather take \$3000 for the new circulation computers from GIC #00809 then reinvest the remainder, as well as, renew GIC # 00817. Carried.

- d) Draft Budget 2023 – for final approval – There was a small amount of discussion about the Municipality of Brighton budget and the Library budget. It was noted that Heather may have to look for some budget lines to reduce spending if the Municipality declines the requested amount of funding as they work to balance their budget.

Moved by Councillor Rowley, seconded by Murray to accept the 2023 Budget as presented. Carried.

Moved by Murray, seconded by Councillor Rowley to accept the 2022 monthly financials as presented. Carried.

7. Report from Council Representatives – Councillor Rowley gave a date of November 15th for the inauguration of the new Municipal Council and told the Board that they would likely not begin to look at the budget until January.
8. Correspondence – There has been a lot of communication about the passing of Vicki and the positive impact she has had on our library, our patrons and our community.
9. Other Business – The Library Book Sale in this Friday and Saturday!
10. Adjourn –

Moved by Councillor Rowley, seconded by Carol to adjourn at 7:40pm.

Next scheduled Library Board Meeting is November 23, 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