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Minutes for the regular meeting of the Brighton Public Library Board for February 19, 2020 at 7:00pm held in Library.

Present: Bob Burke (Chair), Sandi Zwaan, Parise Herbert, Murray Workman, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Jane Baier, Councillor Rowley (Vice Chair)

Regrets: Councillor Tadman, Carol French

1. Call to order at 7:00 pm by Bob.
2. Remarks from Mayor Ostrander – Mayor Ostrander commented that he and his wife enjoyed the OLA Awards Gala held in Toronto, along with Heather and several staff. He made a presentation on behalf of the Members of Municipal Council and the Citizens of Brighton of Congratulations to Brighton Public Library for receiving the Angus Mowat Award of Excellence.
3. Approval of agenda – Amended to eliminate duplication of numbers 4 and 8.

Moved by Murray, Seconded by Parise that the Board adopt the agenda as amended. Carried.

4. Approval of minutes from :
 - a) Regular meeting of Nov 27, 2019

Moved by Sandi, Seconded by Jane. Carried.

5. Financial Report – Heather
 - a) Balance Sheet & Budget vs Actual: Nov 2019/Dec 2019/Jan 2020 – Heather suggested beginning with Dec, as the amounts for Nov are included in December totals.

Budget vs. Actual Jan-Dec 2019 – Heather commented that line 4273 – SOLS Postage Reimbursement – is a new item reflecting the amount of reimbursement from SOLS for cost of postage from Jun to Dec, due to the elimination of delivery service. Line 46430 – Miscellaneous Revenue amount comes from meeting room bookings and closing out the RBC account. The total income is very close to the budgeted amount for the year, over by 2125.699. Line 5110 – Advertising and Promotions includes the donor tree.

Line 5150 – Communication is over budget due to ILLO. This overage is reflected as an increase in the 2020 budget draft. Line 5300 – Library Supplies and Services includes items such as shipping materials and in-branch supplies. Line 5400 and 5420 Professional Development/Travel are slightly over budget due to new staff and many opportunities for relevant training. This overage is reflected as an increase in the 2020 draft budget. Line 5450 – Professional Fees is over due the increased cost of the audit. Line 66000 – Payroll Expenses is under due to staffing changes in 2019. Net Income amount does not include the auditor’s calculations.

Balance Sheet as of 31 December 2019 – Line 1100 – Bank Restricted Funds refers to GIC’s and interest. We currently have one GIC. Line 1700 – Current Year Books is slightly under the budget of 62,000.

Budget vs. Actual January 2020 – Heather noted that some budgeted amounts are zero and that is due to these monies not being received until later in the year. For example, municipal funding. Line 5400 – Professional Development – a good portion has been spent already and this is due to the OLA Super Conference in Jan.

Balance Sheet as of 31 January 2020 – The total of line 1700 Current Year Books is a running total from 2019 and will revert to zero when the audit is complete and 2019 financials are finalized.

Moved by Jane, Seconded by Emily, that the financial reports for Nov 2019/Dec 2019/Jan 2020 be approved. Carried.

- b) Budget deliberations – Heather reported that on February 5th she made a presentation to the Municipal Council regarding the budget. Council had a few questions and comments afterward for Heather to respond to. It seemed well received.
- c) Audit – The audit will begin Monday, February 24th. Heather will keep the board updated as needed.

6. CEO Report

- a) Year in Review – 2019 – Heather forwarded her report ahead of time and highlighted many of the items that were included such as the timeline of events for 2019 and several new programs, including Adult Fibre Art. She noted that Jan had the highest circulation numbers while Dec had the lowest, mostly due to Christmas holidays. Codrington saw a great increase in circulation from May to October, when it opened on Sundays to coincide with the market. Program attendance was significantly higher during March Break.

- b) Jan 2020 – Heather highlighted the OLA Super Conference that Andrea, Greg and Penny attended including BPL receiving the Angus Mowat Award for the Pop up Library initiative. She also commented on Dementia Awareness Training and the Cognitive Care Kit initiative taken up by several libraries. Brighton had an increase from November to January while Codrington had a small decrease.

- 7. In Camera Session – Ontario Public Libraries Act 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is (b) personal matters about an identifiable individual. **Moved by Murray, Seconded by Councillor Rowley, to move the meeting into In Camera Session @ 7:40 pm. Carried**

Moved by Murray, Seconded by Sandi, to adjourn the In Camera Session @ 7:55 pm. Carried.

- 8. Strategic Plan – presentation of 2020 – 2025 Plan – Heather presented the new Strategic Plan, as Willow Publishing will print it. She reviewed the process; the committee met in July with four board members and four staff. Heather created the library profile and Andrea created a community profile. The survey ran through August and September. The Board and staff met twice to perform a SWOT analysis. In October, the committee met to create a draft vision, mission and values. The committee also chose the new strategic directions and then Heather and staff created the action steps. Heather then drafted the plan and collaborated with Willow Printing.

Next steps; board approval, copies made, create a link online, print promo material, contact media and open house to launch the new plan April 16th from 2-4 pm and 6-7 pm. Heather asked the Board for direction regarding the timeline of the plan, taking succession planning into consideration. The Board approved changing the timeline of the plan from 2020-2025 to 2020-2024

Moved by Sandi, Seconded by Parise, to move forward with the plan as amended, approved. Carried.

- 9. Municipal Fibre Connectivity Project – Linda Widdifield sent an email to Heather asking whether the library wants to consider joining the Municipality in upgrading to fibre with Cogeco. The town is using modernization funding to upgrade service through town buildings. Heather consulted with Brian (IT support) who advised that the library should take the opportunity to upgrade internet infrastructure whenever possible. He thinks that our internal network components are capable of handling the speeds.

Moved by Sandi, Seconded by Jane, to enter into discussions to upgrade internet service with the Municipality, approved. Carried.

The Board directed Heather to respond to Linda's email.

10. Report from Council Representatives – Councillor Rowley – Council is still looking at turning off the Wi-Fi to discourage young people from loitering. The 2020 library budget has passed as drafted. The modernization grant may help expand the use of security cameras. Councillor Rowley attended the monthly meeting in Codrington. They asked to have a board representative attend every month. Bob encouraged all board members to share this job.

11. Correspondence – Heather received a card and donation from Darlene Bunn and the Good Grief group. Heather received an email indicating that SOLS and OLS-North are considering amalgamation of their services. They will be presenting proposals to their boards in April. Heather attended the FOL meeting in January. They expressed concern over people's general knowledge of FOL and that they would like better relations with the staff. Heather recommended several options, including an informal gathering, highlighting FOL in an upcoming newsletter and perhaps in the new newspaper column.

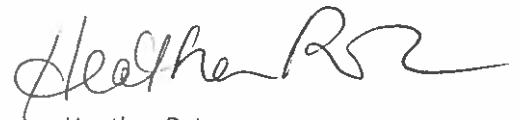
12. Other Business – In March, Bob and Heather will meet with the Mayor and Council to discuss the library as a separate entity and to provide information about how the library fits into the municipality. Council approved a new Board member for the library. Bob had extended an invitation to this person to attend this meeting, but they were not able to attend. Bob and Heather will meet with the new member to provide an orientation. A change to the Public Libraries Act came into effect with a minimum seven board meetings per year but the Board agreed it would continue operating as is.

Moved by Emily, seconded by Murray to adjourn at 8:47 pm.

Next scheduled Library Board Meeting March 25, 2020 at 7:00 pm in the Library or at the discretion of the Chair.



Bob Burke
Board Chair



Heather Ratz
CEO/Secretary/Treasurer