



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 November 23, 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, Rick Hill, Mayor Ostrander (7pm to 7:04pm)

Absent: Councillor Tadman

Mayor Ostrander presented Bob with a certificate and a pin to thank him for his service to Brighton Public Library and to the Brighton community. Councillor Rowley presented Bob with a gift on behalf of the Board and the CEO.

1. Call to order at 7:04 pm by Bob.

1. Approval of agenda –

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

2. Approval of Minutes from:

a) Regular meeting of Oct 26, 2022

Moved by Rick, seconded by Shirley. Carried.

3. CEO Report

a) Oct 2022 – Heather provided a brief over view of the month, beginning with recognizing the passing of our colleague Vicki Kimmett. She highlighted programs and initiatives such as the new program, Rhyme Time for babies and toddlers, the 2nd annual Trunk and Treat and a Hallowe'en colouring contest. There was an event featuring Dan Buchanan speaking on the history of The Carrying Place as well as three author visits.

As October was Canadian Library Month, we invited patrons to write down why they love their library and these were posted in the lobby. The knitting group returned to the program room, we hosted a Teen Movie Time, a Family Day event and a book sale. We recognized First Nations Public Library Week, Ontario Public Library Week, Dyslexia Awareness Month, and Media Literacy Week and assisted with providing space for the election.

Circulation increased in Brighton by 8.42% and program attendance by 59.5%. Codrington circulations were down by 41 items from September to October.

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

4. Policy updates

- a) FP-01 Respect and Acknowledgment Declaration
- b) OP-04 Circulation
- c) OP-13 Safety, Security and Emergencies
- d) OP-14 Prevention of Workplace Violence
- e) OP-15 Prevention of Discrimination Harassment

Rick reviewed the Policy Committee Meeting Minutes with the Board, highlighting the following changes:

FP-01 determination of when to use the declaration changed from the Board to the CEO and a new declaration text was created. OP-04 a new item was added to give direction on refunds for lost items that have been paid for and then returned. OP-13 Codrington Branch Head was added to the evaluation portion of the Codrington Evacuation Procedures. OP-14 Appendix B and C – space was added for CEO's signature, date and follow-up and a new bullet added to the instructions. OP-15 changed from "Bill 132" to the "Sexual Violence and Harassment Action Plan Act"

Moved by Rick, seconded by Councilor Rowley to accept the updated policies as presented. Carried.

Bob thanked Rick for his dedication to this work.

5. Financials

a) Profit/Loss Budget vs Actual – Oct 2022 – no questions from the Board

Jan through Dec 2022 –Line 4225 – Friends of the Library will be removed in 2023 since they have dissolved. Bob asked about the fundraising line and why nothing is recorded there. Heather replied that we are not using it because we are not fundraising for anything specific and that as per Board recommendation earlier in the year, the line will be removed until it becomes necessary. Amounts for the PLOG have been received and will be entered in lines 4270 - Province of Ontario and 4272 – PE Ontario once the bank statement has been reconciled. Line 46430 – Miscellaneous Revenue will reflect grants received from the IDA (\$500) and the Brian Todd Memorial Fund (\$3000). Line 5390 – Friends of the Library expense reflects what was purchased with the funds from Friends income (line 4225). This is simply to balance that budget. All Friends lines will be removed in 2023. Line 5450 – Professional Fees is still under budget due to the audit invoice not yet received. The auditor has quoted a cost of \$2500. Line 6040- Bank Fees shows zero because the fees have been entered in line 5610 – Service Charges. Line 5650 – Technology Expense is under budget as Heather is waiting for an invoice from the Municipality for shared IT services. It has been recommended that the same amount be budgeted for 2023 and that is reflected in the draft budget. Line 66001 – Staff Benefits Expense does not yet reflect amounts still to be paid out for the rest of the year.

b) Balance Sheet Oct 2022 – Lines 1050 – General Operating and 1100 – Bank Restricted Funds will show the \$100,000 moving from the bank to the operating account on the next set of financials as Heather cashed in the short term GIC as directed by the Board at the Oct meeting. Heather noted line 1710 – E-Resources - all of next year's resources have been purchased but we have not been invoiced yet.

c) Turkey money – motion to approve – Heather's annual request for "turkey money" for staff appreciation for \$375 (\$50 per full time employee and \$25 per part-time/casual employee).

Moved by Murray, seconded by Shirley that the bookkeeper issue a cheque to Heather in the amount of \$375 to be distributed to each employee for annual staff appreciation, also known as “turkey money”. Carried.

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

Page 3 of 4

6. Report from Council Representatives – Councillor Rowley informed the Board that there are four new councillors elected to the Municipality. There has been a training meeting but no council meeting yet.
7. Correspondence – none
8. Other Business – Rick reminded the Board of the author event happening tomorrow (Nov 24), with Laurie Ray Hill. Laurie’s book, Paper Stones, confronts issues of family violence and we will be highlighting related resources in our community.

Murray shared his gratitude to Bob and his leadership to the Board.

Bob reflected on his time on the Library Board and how he will miss being a part of it. He thanked all the Board members for their time and thanked those that have applied to stay on.

9. Adjourn –

Moved by Bob, seconded by Murray to adjourn at 7:50 pm.

Next scheduled Library Board Meeting is January 25, 2023 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the CEO.


Board Chair

Johanne Seccareccia



Heather Ratz

CEO/Secretary/Treasurer