



**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 September 22, 2021 at 7:00 pm held in the library.**

**Present:** Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert , Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Shirley Coveney, Kim Reaman (Staff)

**Absent:** Councillor Tadman

1. Call to order at 7 pm 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 June 23, 2021

**Moved by Rick, Seconded by Parise. Carried.**

4. Board Member update – Jane Baier has resigned, effective immediately. This leaves a vacancy that needs to be filled. The position will be advertised on social media and in the local newspaper. The posting will close October 8<sup>th</sup>. Bob expressed that other Library Boards are involved in choosing their members and he would like to have input into who is chosen. There are specific skills and knowledge that would be beneficial to the Board.

5. CEO Report

- a) Summer 2021- Heather provided her report to the Board in advance. There were positive comments about staff reports and then Heather went on to note some points on circulation and programming stats. Statistics for Young Adults were added as of July to help us better serve this population. Heather noted the increase in total circs of 30% from June to August of this year and the difference between August

2019's total of 9521 and August 2021's total of 7241. Codrington's total circs increased 622% because the branch had only been providing trunk service until July 6<sup>th</sup>. August 2019's total was 261 for Codrington versus this year's 159. Program attendance numbers are difficult to compare because stats for virtual story times don't tell us if people were actually present for the whole time as they would be for in-person programs. August 2019 total was 456 versus this August's total of 234. Happily, craft kits were popular all summer long!

- b) Current recovery status/vaccination certificates – Heather reported that all staff are healthy as we continue to be open 10-4 Monday to Saturday in Brighton. August 30<sup>th</sup> contact tracing moved to self-serve. Furniture continues to be added a little at a time. We are still not using meeting space. Storytime has been occurring at the park and may move to limited indoor space with registration when the weather cools down. Sunny Days programming is happening in the library, before opening, when the weather doesn't permit an outdoor event. Vaccination certificates are not required to enter the library, as we are not a high-risk setting. Heather gave a brief overview of the draft vaccination policy for the Municipality. Once the policy is finalized, the Board will meet to decide if they will adopt it or adapt it to suit library needs. It was noted that many libraries are aligning with municipal vaccination policies. Heather is currently waiting for library guidelines regarding meeting room space and proof of vaccination.
- c) IT Support update- Heather reported that Brian agreed to stay on until another IT support is in place. Heather has been in touch with the CAO and he is working on a municipal plan for IT Support. We are optimistic that we will be able to collaborate with the Municipality for these services.
- d) Fine Free Library Service Report- Heather forwarded the report for the Library Board to review in advance. The Board agreed to move to a fine free service model. The change will come into effect January 1<sup>st</sup>, 2022 and will include clearing all overdue fine amounts owing and starting fresh. Charges for damaged and lost items will continue and those charges will not be cleared.

**Moved by Rick, Seconded by Councillor Rowley that the Board adopt a Fine Free Service Model, beginning January 1<sup>st</sup>, 2022, clearing all overdue fine amounts owing. Carried.**

**Moved by Rick, Seconded by Murray that the Board accept the CEO Report as presented. Carried.**

## 6. Policies for review and approval

- a) Gov-01 Purpose of the Board
- b) Gov-02 Board Orientation
- c) Gov-03 Board Training
- d) Gov-05 Duties and Responsibilities
- e) Gov-06 Duties and Responsibilities with respect to Planning
- f) Gov-07 Duties and Responsibilities with respect to Financial Oversight
- g) OP-02 Resource Sharing
- h) PER-08 Working from Home

Minutes and updated policies were sent in advance for the Board's review.

**Moved by Rick, Seconded by Parise to accept the policies as presented. Carried.**

## 7. Financials

- a) Profit/Loss Budget vs. Actual August 2021– Heather suggested moving right to the August financials as they include June and July. She noted that we have not received the Municipality Development Charges Funds yet. Line 4280 – Canada Summer Jobs Grant was received and totals \$2887. Heather noted that the PLOG submission has been sent and is being reviewed for Line 4270 and 4272 amounts that are zero at this time. Line 5450 Professional Fees continues to be over due to the audit and pay equity review. This will be an overage at year-end.
- b) Balance Sheet – Heather reported that Line 1700 Current Year Books is on track with previous year's amounts.
- c) Review of GICs and annual surplus (2021) – Heather reviewed the current GICS and asked for instructions for when they mature in Dec. She also needs direction on what to do with the 2020 surplus. A Board decision on both of these was deferred to the Oct meeting.
- d) OMERS payments- Heather received an email requesting the library to move to a digital form of payment instead of cheques. In order for Heather to do online or telephone banking, the signing procedure would need to be changed from two signatories to only one. There is a question of accountability, fiscal oversight and security for the library if this is changed. A decision on this was deferred to the Oct meeting.

- e) 2022 Budget Draft X2 (fine free & fines incl) - The Board has agreed that the fine free service model will be reflected in the budget for 2022. The Board agreed to defer a final approval until the Oct meeting. This will allow time to review any new information. Heather will look into presenting to the council this year.

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

8. Report from Council Representatives- The Walk-a-Mile fundraiser for Cornerstone is being held September 23<sup>rd</sup> at 6pm. Heather will represent the library at this event.

Applefest is not happening this year but a smaller event, Celebrate Brighton, with local music and other activities will be held.

Veteran's Way, Main and Kingsley Ave. crosswalks will be painted with an orange ribbon for Truth and Reconciliation.

9. Correspondence – We had an anonymous plant donated for all the staff.

10. Other Business – September 30<sup>th</sup> is Orange Shirt Day, September 27 begins Truth and Reconciliation Week. September 30<sup>th</sup> Chief Mowat from Alderville First Nation will be our guest Storyteller.

11. Adjourn –

**Moved by Bob, seconded by Murray to adjourn at 8:24pm.**

**Next scheduled Library Board Meeting is scheduled for October 27<sup>th</sup>, 2021 at 7:00 pm in the Library or at the discretion of the Board Chair.**



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer