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**MINUTES for the regular meeting of the Brighton Public Library Board for March 28, 2018 at 7:00 p.m. held in the Court Waiting Room.**

Present: Bob Burke (Chair), Murray Workman (Vice-Chair), Erin Alexander, Jane Baier, Peter Starbuck, Erica Larmer, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Recording Secretary, Staff)

Regrets: Councillors Mary Tadman and Brian Ostrander

1. Call to order at 7pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Erica**—that the Board adopt the agenda, **carried**.
3. Approval of minutes from regular meeting February 28, 2018 –**Moved by Peter, Seconded by Erin, carried**.
4. Financial Report
  - a. Jan/Feb 2018 - Peter highlighted the amount spent on materials in Jan and assumed that wasn't the actual amount. Mellissa explained that this entry will roll over after the 2017 audit is done, so no, that amount was not actually spent in Jan. Mellissa noted that we are under spent in salary but to remember that the numbers are based on budgeting for an extra full time position from April-Dec. **Moved by Peter, Seconded by Erin** – that the Board approve the Jan and Feb financial reports, **carried**
  - b. Audit update - Mellissa explained that the deficit of \$75,000 in 2017 is due to the 1<sup>st</sup> quarter payout for 2017 being received at the end of 2016. This is a bookkeeping entry only. There is a surplus of \$13,995 from the 2017 budget and Mellissa suggested that instead of using reserves to pay rent/utilities at 10 Alice, that this surplus is used instead and any remainder be put in reserves.

The auditor suggested that donations for the furnishings and equipment in the expanded library be recorded as deferred revenue and be expended out of the operating budget. This will be shown on the March financials. The auditor made

several recommendations; that in order to maintain reserve continuity, a detailed schedule is created and maintained.

Also, because there is currently no independent review of the bank reconciliations, 2 signatories (Board member and CEO) review and sign off on them.

**Moved by Peter, Seconded by Murray** - That 2 signatories (Board member and CEO) review and sign bank reconciliations and that a reserve continuity schedule is created in order to provide details of restricted reserves, **carried**.

The auditor also recommended reconciling fines received with transactions on Workflows but Mellissa noted that the fine revenue is low and reconciling them would not equal added value. The Board discussed and agreed that they would not proceed with this. In terms of tangible capital assets, we use the Municipal threshold so the auditor suggests creating our own policy. Our budget is smaller so our threshold would be lower. The Board has not acted on this recommendation in the past.

5. Bob and Jane sent letters to the Codrington Community Association, stating that a Board member would only attend the meetings when requested. There has not been a reply.

#### 6. CEO Report

- a. The Boutique library is operating and feedback has been positive. Circulation has decreased but that is to be expected.
- b. Furnishings – the colours have been finalized and the furniture has been ordered. Mellissa brought colour samples for the Board to see. Peter commented that if funds are not in place to pay for the furniture, the GICs may need to be cashed in and that will need to be authorized.
- c. Construction – the project is on track to finish at the end of June. The original date of April 9 for completion of the adult side is not likely to happen. Mellissa is waiting for a new target finish date for that area.

Mellissa noted that Jan/Feb stats were inflated because of the material checked out to storage and that Overdrive numbers continue to increase.

**Moved by Sandi, Seconded by Peter** – That the Board accept the CEO report, **carried**.

#### 7. Fundraising Committee Update

- a. Funds raised = \$4250.64  
There is \$119, 000 in reserves (that includes the \$30,000 from Rotary)
- b. Grant applications - Mellissa mailed an application to the Parrott Foundation last week and is waiting for a reply. She has also applied to the 100 Women Who Care and is working on an application to the Brian Todd Memorial Fund (due April 15).

- c. Potential donors - Murray will contact Rose Ellery to get a list of names of potential donors. Sandi will contact Stan McMullin. There was discussion on how to recognize donors. This will be decided at the next Fundraising Committee meeting on April 10. Erica will provide a list of possibilities. The book gauge is on display at the King Edward CC and Jane and Sandi will attach donation forms to it.

#### 8. Correspondence


Mellissa received an invitation from Mary Norton (CEO Port Hope) to an advocacy meeting with Lou Rinaldi regarding provincial funding. However, it was just announced that the 20 year funding freeze is now over so that meeting will most likely not take place.

9. No report from Council reps

10. Other Business – None

**Moved by Erica, Seconded by Erin, to adjourn at 8:10 pm**

**The next scheduled Library Board Meeting is April 25, 2018 at 7pm location to be announced or at the discretion of the Chair.**



Bob Burke  
Board Chair



Mellissa D'Onofrio-Jones  
CEO/Secretary/Treasurer