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**MINUTES for the regular meeting of the Brighton Public Library Board for Nov 28, 2018 at 7:00 p.m. held in the library programming room.**

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

1. Call to order at 7 p.m. by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Jane**— that the Board adopt the Agenda, as amended, **carried**.
3. Approval of Minutes from:
  - Regular meeting of Oct 24, 2018 – **Moved by Murray, Seconded by Councillor Ostrander, carried**.
4. Financial Report
  - a) Balance sheet & Budget vs Actual – Oct 2018

On the Budget vs Actual, Mellissa noted that the provincial funding for the Canada Summer Jobs students has been received but will be reflected on the Nov financial report. We received \$3262, which exceeds the budget amount of \$1,500 because we were fortunate enough to be awarded 2 CSJ students. Also, we are over spent by \$85.61 on the Professional Development budget. In the payroll expenses, there is a surplus of \$16,248 of which \$15,330 will be carried over into 2019 for the contract position 4 months (Jan-Apr), therefore, we are on track for salary expenses in 2018. One final point, we have not yet received the Boutique rent and utilities overage money from the Municipality.

**Moved by Peter, Seconded by Sandi-** that the Board approve the financial reports of October 2018, **carried**.

Mellissa needs direction from the Board on what they would like to do with the matured GICs that have been deposited into the general operating account. The amount to be reinvested after the monies used to cover the furniture and equipment expense still to be raised is \$57,499.31 and she recommends reinvesting in a 6 month or a 12 month GIC.

**Moved by Sandi, Seconded by Peter** – that the Board direct Mellissa to purchase a 12 month GIC in the amount of \$57,499.31, at the best interest rate available, **carried**.

Bob noted that the Board needs to keep in mind that the donor wall has not yet been purchased and there needs to be funds available for that.

**Moved by Peter, Seconded by Sandi**, to amend the first motion to read – that the Board direct Mellissa to purchase a 12 month GIC in the amount of \$50,000, at the best interest rate available, **carried**.

Jane asked if the new book budget varies from year to year. Mellissa explained that we are billed for the databases in Dec and items that we pre-order may not be released on time and therefore we are invoiced later than expected. We do keep track of encumbered purchases so we are on track with 2018 acquisitions.

#### 5. Naming of Children's Library – Municipality of Brighton Naming of Corporate Assets Policy

Mellissa spoke with Jim Millar and Linda Selman regarding the procedure for naming municipal assets. The main question is, is the Library Board responsible for applying to name the children's area after Bill Pettingill or does it go through the Municipality. There was a discussion and it was decided that it's not certain that this policy covers the naming of a space in the library. Also, this suggestion was brought up by Council, not the Library Board. Councillor Ostrander suggested that this needs further discussion and will bring the information back to the Board.

6. CEO Report – Mellissa highlighted that circulation numbers have increased as we see the effects of having the full collection accessible once again. Codrington numbers are up also due to being open on Sundays, during the market. As Murray pointed out, you can see this reflected in the huge increase in JFIC circulation. There is lots of new programming happening in our new space so program attendance continues to increase. The library has purchased robots that allow people to learn computer coding in a user-friendly way. Staff will be experimenting with them at their meeting on Dec 12. Councillor Tadman asked if we had reached out to the Beacon Youth Centre yet and Mellissa replied that she has not, but it is on her list. The library has received a \$10,000 donation from Don Colby specifically for the purchase of a microfilm reader in his daughter's name. Mellissa is in the process of completing the process.

Mellissa received quotes for blinds from 3 local businesses. She recommends going with Brighton Paint and Blinds at a cost of \$2368 + tax as most cost effective and because their previous work for BPL was very professional.

**Moved by Erin, Seconded by Sandi**, to instruct Mellissa to purchase the blinds for the new half of the library at Brighton Paint and Blinds, **carried**.

## 7. Fundraising Committee

- a) Upcoming events – Murray reported that the committee met on Nov 14 to discuss the next steps. There will be a book sale in the lobby during the first week of Feb 2019. The plans for a bigger event, with dinner as a focal point and tickets required, has been put on hold for now. The “Buy-a-Mug” event featuring Mrs. B is still on the agenda and Mellissa is waiting for a reply from Mrs. B. This event would likely happen in March or April. The Friends of the Library are going to hold another raffle in the spring and Murray will contact FOL member Rob, to co-ordinate.

Grand opening event – this will happen in Jan, before Mellissa leaves. Mellissa will plan the event and will ask for assistance from the Board as needed. Her vision is to host a daytime event, perhaps with the traveling solarium from the Ontario Science Centre. This would be free and open to all members of the public. This would be followed by an evening fundraising event that people purchase tickets for. R&R have agreed to perform for free and there would be a bar and perhaps a silent auction.

Bob talked to Jim Millar about taking down the book gauge sign at the Community Centre and having it hung in the library. Jim will take it down but it requires a good weather day to transport it to the library.

- b) Funds raised - \$118,195.00

## 8. Correspondence - None

## 9. Report from Council Representatives Mary Tadman and Brian Ostrander – None

10. 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 Councillor Ostrander, Seconded by Sandi, to move meeting into In Camera Session at 7:44 pm, carried.**

**Moved by Councillor Ostrander, Seconded by Murray, to adjourn In Camera Session at 8:03 pm, carried.**

11. Donor wall – Bob wants it done right and does not want to rush it. He will gather information and ideas and bring to the Board for approval

**Moved by Murray to adjourn at 8:05 p.m.**

**The next scheduled Library Board Meeting is Jan 24, 2018 at 7pm in the library or at the discretion of the Chair.**



Bob Burke  
Board Chair

Mellissa D'Onofrio-Jones  
CEO/Secretary/Treasurer

