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**MINUTES for the regular meeting of the Brighton Public Library Board for April 25, 2018
at 7:00 p.m. held in the Court Waiting Room.**

Present: Bob Burke (Chair), Murray Workman (Vice-Chair), Councillor Brian Ostrander,
Councillor Mary Tadman (arrived at 7:15pm), Erin Alexander, Erica Larmer, Sandi Zwaan,
Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Recording Secretary, Staff)

Regrets: Jane Baier, Peter Starbuck

1. Call to order at 7pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Sandi** —that the Board adopt the agenda, as amended, **carried**.
3. Approval of minutes from regular meeting March 28, 2018 –**Moved by Murray, Seconded by Erica, carried**.
4. Financial Report
 - a. Mar 2018 – Mellissa noted that the deferred revenue (fundraising monies) will show on the April financials. Erin commented that on the Profit & Loss vs. Actual report, some of the income lines are under budget and she assumed that was because of being in the Boutique location. Mellissa explained that we don't have a book sale at the Boutique location and circulation income is down in its entirety but we expect to make that up after we reopen. Erin asked what "misc. revenue" of \$650 was (line 46430) and Mellissa explained that we didn't use all of the boxes we bought for the move, so she sold them to another library. Bob asked what "bank fees" (line 6040) were and why they weren't budgeted for. Mellissa explained that those are regular banking fees and they have never been budgeted for.
Moved by Erin, Seconded by Sandi – that the Board approve the March 2018 financial report, **carried**
 - b. Audit update – Lorraine is working on the investment schedule, as discussed at the March meeting. Also, a reminder that signatories will now review and sign off on the bank reconciliations, as discussed at the March meeting.

5. CEO Report

Mellissa noted that while program attendance is down, the partnership with the EarlyON program is encouraging and we are seeing 30-40 in attendance each week. Beckie MacDonald is our new Full Time Library Clerk. Beckie will be a great addition to the team and is looking to bring life back into the TAG (Teen Advisory Group). Circulation numbers are down in Brighton but computer usage is good considering we only have 3 stations. ILLO coming in has increased but ILLO going out has decreased, due to our limited collection. Overdrive continues to increase and Codrington numbers were up a bit as well.

Moved by Erica, Seconded by Councillor Ostrander– That the Board accept the CEO report, **carried**.

6. Fundraising Committee

- a. Recognition Levels – these were passed by the Fundraising Committee
- b. Funds raised thus far = \$86,000
- c. Grant Applications/Letter Writing Campaign – Mellissa has sent an application to the Brian Todd Memorial Fund. Seven letters have been sent to law firms and seven more will be sent to local builders. Follow-ups to these letters will be done in person. Councillor Ostrander suggested approaching churches and this was discussed. Bob suggested sending letters to local realtors. Bob will speak to the Lions Club at the May 14 meeting.
- d. Events – there will be a book sale in early June but we are waiting on construction completion dates before deciding on a date. In August we will host a not-so-silent silent auction, in the new library space. Items will consist of artwork and some non-art items. Local musical group R&R has volunteered to play at the event.

Moved by Murray, Seconded by Councillor Ostrander – that the Board authorizes Mellissa to use reserve funds to pay furnishing invoices if they arrive before the fundraising is complete, **carried**.

7. Policy Committee

- a. Review of PER-05 & PER-06 – Mellissa commented that we are included in the Municipality's pay equity plan and this is to be reviewed every 5 years (2019). There has been no word from the Municipality on the next review. There were no questions regarding the 2 policies.
- b. OP-19 – Mellissa was informed via e mail from Peggy Malcolm our SOLS consultant that all Library Boards are required to have a policy pertaining to Political Elections as of May 1, 2018. She reviewed the SOLS sample policy as well as London Public Library's "Elections, Including Use of Library Resources during an Election Policy" and created a draft of this policy. There were no

questions about the policy but Councillor Tadman commented that candidates should be aware of this policy. It was suggested that the policy be emailed to the Clerk's office and be sent from there to all Municipal candidates.

Moved by Councillor Ostrander, Seconded by Erin – that the Board accept Policies PER-05, PER-06 and OP-19, carried.

8. Correspondence - none

9. No report from Council reps

10. Other Business

- a. Trash Bash – Erin reminded the Board that this is on May 12. It starts at 9am at Spring Valley Public School.
- b. Water Bottle Pick-Up – Mellissa received a call from the Health Unit asking if the library could be the new location for the water bottle pick-up. Councillor Ostrander said that this issue is being brought up at the next council meeting and suggested that the Board defer this until after this meeting has taken place.
- c. Mellissa reminded the Board that at the last meeting it was suggested that the 2017 surplus of \$13,995 be used to pay rent/utilities at 10 Alice St. but a motion is necessary. **Moved by Councillor Ostrander, Seconded by Councillor Tadman – that Mellissa use the 2017 surplus of \$13,995 to pay for rent/utilities at 10 Alice St, carried.**
- d. Renovation schedule - Mellissa should have the updated schedule the first week of May. The lease at 10 Alice St expires on July 15. If the construction is not on target, we need to be prepared to extend that lease. **Moved by Councillor Ostrander, Seconded by Erin – that the Board authorize Mellissa to negotiate an extension on the lease at 10 Alice St, on a month-to-month basis, as required, while renovations are ongoing, carried.**
- e. Bob commented that the Board needs to start thinking about how to set up a legacy and prepare for a new Board. He received some good information from the OLBA and will make copies. The Board will start discussing this at the May meeting. Sandi commented that it would be a good idea to have an info session for people interested in applying to be on the Board. Mellissa noted that the Board could host an info session and if planned far enough in advance, Peggy from SOLS may be able to attend.

Moved by Murray, Seconded by Councillor Tadman, to adjourn at 8:00 pm

The next scheduled Library Board Meeting is May 23, 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