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MINUTES for the regular meeting of the Brighton Public Library Board for January 25, 2017 at 7:00pm held in the Brighton Public Library.

Present: Murray Workman (Interim Chair), Councillor Brian Ostrander, Erin Alexander, Councillor Mary Tadman, Peter Starbuck, Erica Larmer, Jane Baier, Heather Ratz (Acting CEO), Robert Janiga (Recording Secretary-Library Staff)

Regrets: Sandi Zwaan, Bob Burke

1. Call to order at 6:55 by Murray.
2. Approval of the agenda- **Moved by Councillor Ostrander, Seconded by Councillor Tadman** - That the Board adopts the January 25, 2017 Agenda, **carried.**
3. Approval of Minutes from regular meeting of November 23, 2016—**Moved by Erica, Seconded by Erin**—That the Board accepts the Minutes from November 23, 2016, **carried.**
4. Murray introduced a new Board member: Jane Baier.
5. Financial Report
 - a. November/December 2016 – discussion took place about certain line items. Murray asked about line 4020 and the 1st Quarter payout. Heather stated that it had been requested and received. Murray also asked questions about the processing fees in 5310 and Friends of the Library expense in 5390. Peter mentioned the extra income in in 4225. Murray asked Heather about the professional fees in 5450 and she explained that they were for the audit. Murray also asked about 5650 and Heather stated that this was regarding the implementation of the new ILS.

- b. GIC – Heather stated that a GIC would be maturing in February 2017 and asked the Board whether they would like it renewed. Discussion took place that if expansion goes through, then being able to access the GIC would be helpful. The Board directed Heather to purchase a 6 month GIC.

Moved by Councillor Tadman, Seconded by Councillor Ostrander –That the Board accepts the financial reports for November/December 2016, and that Heather purchase a 6 month GIC, carried.

6. OP-04 Circulation Policy – review

Given some of the complaints that Heather and the Board received due to the new circulation policy, the Board decided in November 2016 to review the policy in January. Heather stated that there were two main issues:

1. As the policy stands, when a patron attempts to check-out an item without their library card or suitable identification, the policy provides no flexibility or discretion for the staff to make a decision to serve the patron anyway; and
2. Under the Municipal Freedom of Information and Protection of Privacy Act, library patrons have a right to privacy regarding their library account (e.g. items checked out, fines outstanding). When a patron comes in to pick up items being held for their spouse, they need to have their spouse's card based on the current circulation policy. Some patrons in this situation find it an inconvenience as they may not have their spouse's card and thus want to put it on their own card.

Murray asked Board members for solutions to these two issues. Discussion took place that some flexibility should be provided to staff when a situation arises that a patron intending to check out items does not have either their library card or identification. Board members did agree that the flexibility should be given but only if it does not become a regular occurrence for a patron not having their card or ID and as long as the patron can verify information in their record.

Regarding the second issue, Heather mentioned a form that a patron suggested and the Peterborough Public Library has been using that allows a patron to consent that their spouse (or designate) can access their library account for the purposes of picking up holds, checking out items and paying fines. Board members felt that this solution might assist those patrons that find the current policy inconvenient. Thus, a decision was made to amend the circulation policy.

The Board directed Heather to amend the policy to allow for the use of staff discretion and the consent form, in the above circumstances.

Some wording was discussed (“staff discretion”, “verifiable info”) with Heather to make the final changes.

Moved by Peter, Seconded by Erin— That the discussed amendments be made to the OP-04 Circulation Policy.

7. CEO Report

- a) 2016: A Year in Review - Heather discussed the popular Tech Help Program, which was offered to the public three times in 2016. She noted that the program has been shortlisted for a 2016 Ontario Public Library Service Award. Award recipients will be announced at the Awards Gala at the Super Conference in Feb. Heather and Mellissa will attend.

The Pop-Up Library ran five days a week throughout July and August. The project was well received by community organizations and local businesses were supportive.

In September 2016, the BPL introduced a new Integrated Library System known as Symphony Workflows. It offers patrons the option of placing a hold on a book that has been ordered, as well as displaying new titles in the Online Public Access Catalogue.

The Open House held in October 2016 was a success. It included Board members, Mayor Walas, MPP Lou Rinaldi, Friends of the Library, patrons and visitors.

In 2016, there were 14,694 interactions on BPL social media sites (Facebook and Twitter). These interactions include likes, shares, comments, tweets and retweets.

- b) Sponsoring an indigenous library – As part of the Government of Ontario's Culture Strategy, Heather stated that BPL had an opportunity to sponsor an indigenous library in Ontario. The Federation of Ontario Public Libraries is a non-profit with a mandate to benefit Ontario public libraries through advocacy, marketing and research. Although some indigenous libraries are members of

the FOPL, many are not and thus not benefitting from its work. Therefore, the FOPL is asking libraries to sponsor an indigenous library by paying the \$50 membership fee on its behalf. In addition, sponsoring libraries can attempt to build a relationship with the indigenous library. For example, they can set up reciprocal visits, card-holding privileges for local reserves and joint programs.

Board members were very supportive of this initiative and discussed which community to choose. The general consensus was to choose a community closer to BPL and one in the North.

Moved by Councillor Tadman, Seconded by Erica—That the Board sponsor two indigenous libraries, at \$50 each per year for a total of \$100 per year, and that Heather request a community close to BPL and one that is further North, **carried.**

- c) Canada Summer Jobs – Heather noted that she has applied for funding to hire two students through the Canada Summer Jobs program. The Government provides funding in the amount of 50% of the minimum wage. Heather expects to find out about the funding in April 2017.
8. Board Members commitment to Committees – Murray stated that the Board needed to assign members to various committees and that both Erica and Jane were currently not on any committees due to being new. Members will be on the following committees:
 - a. Policy – Erin, Erica and Sandi
 - b. CEO Evaluation – Councillor Ostrander, Bob and Murray
 - c. Board Self-Evaluation – Councillor Tadman, Bob and Murray
 - d. Finance – Murray, Peter, Erin and Jane
9. Correspondence – Heather mentioned that BPL had received two items of correspondence since the last Board meeting. The first was from a patron that didn't understand why his spouse could not pick up items being held on his card with her card. The other item concerned the loan period for DVD series (e.g. Game of Thrones) and a patron suggested these types of DVDs have a two-week loan instead of one.
10. Rug hooking display – Peter provided information about the Ontario Hooking Craft Guild (OHCG), which has been around since the 1960s and whose members include more than a 1,000 fibre artists and 80 certified teachers. Each year the Guild holds a conference and this year the theme is Canada's Bi-Centennial and rug hooking then and now. BPL has been approached about hosting a satellite exhibit of hooked rugs. This will take place between March 13

and March 31 and will include displays and demos. This means that the art currently displayed will be taken down and the next set of art will be displayed after the rugs come down. Councillor Tadman wanted to ensure that donated pieces of art would be handled with care. Heather said she had talked with Ralph, who looks after the art display, and any art not claimed will be stored in the CEO office until it can be displayed again. Public Works will assist with the rug display to ensure they are fastened properly. Heather noted that this event will tie in nicely with March Break and special programming.

Moved by Erica, Seconded by Jane—That the Board allow the OHCG to display art fibre in the Brighton Public Library from March 13 to 31, 2017, **carried.**

11. Report from Council Representatives – Councillor Ostrander highlighted that the Municipal Budget would be voted on in February 2017. Regarding the possible expansion, the draft budget includes renovations. Applications have been made for grants. The Municipality is waiting for the final drawings from the architect.

12. Other Business – No other business.

Moved by Erin, Seconded by Erica, To adjourn at 7:48 p.m., carried.

Next scheduled Library Board meeting set for February 22, 2017 at 7:00 p.m. in the library or at the discretion of the Chair.


Murray Workman

Interim Board Chair

Heather Ratz

Acting CEO, Secretary, Treasurer

