



MINUTES for the regular meeting of the Brighton Public Library Board for June 28, 2017 at 6:30 p.m. held in the Brighton Public Library.

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

Regrets: Sandi Zwaan

1. Call to Order – 6:28 p.m.
2. Approval of the Agenda – **Moved by Murray, Seconded by Jane**—That the Board adopts the June 28, 2017 Agenda, **carried.**
3. Approval of Minutes from regular meeting of May 24, 2017 – **Moved by Murray, Seconded by Peter** – That the Board accepts the Minutes from May 24, 2017, **carried.**
4. Accessibility Training – Board members completed online accessibility training
5. Financial Report
 - a. May 2017 – Balance Sheet – Heather asked Board members if they had any questions. There were no questions. Heather highlighted Line 1050 regarding the amount of 280,000 that has decreased due to the 150,000 that has been invested in three GICs.
 - b. Profit and Loss – Peter noted that staff benefits in Line 66001 were down, as well as salaries. Heather replied that this would increase once Mellissa returned from her pregnancy leave. Bob asked about Line 4285 and why this column is included. Heather stated that this is from when the Rotary Club had donated money, it is a carryover from previous years and the line was simply not deleted from the account listing.
 - c. GIC maturing in August – Heather sought direction from the Board so that she could communicate to Mellissa upon her return what the Board would like done with the GIC. The Board elected to invest the GIC funds in another 6-month non-redeemable GIC. **Moved by Jane, Seconded by Erica** – That the Board direct Heather to communicate to Mellissa that the GIC funds be invested in another 6-month non-redeemable GIC, **carried.**
6. CEO Report
 - a. Heather reminded members that the Library is hosting a Canada birthday party on June 30 from 12-2. It would be nice to have some Board members attend.
 - b. Discussion took place about Codrington’s decrease in circ stats for May – Bob suggested that the Sept Board meeting take place in Codrington. Peter suggested a survey might be a beneficial way to elicit feedback from the patrons. Erin mentioned that the

decrease was just for one month and that the previous month was actually higher than the previous year's. The Board decided that it will hold its September Board meeting in Codrington. Bob would like to see posters up, promoting the location of the meeting and inviting Codrington residents to attend. Heather will pass this information on to Mellissa.

- c. Pop Up Library – The first Pop Up will take place on July 1 and the week of June 26 generic ads began airing on the radio. Heather noted that the Pop Up library will be a scaled down version from last year. Lisa Fanjoy and Keely Ladenius (Canada Summer Jobs Grant Student) will be the main staff involved in Pop Up.
 - d. Bob thanked Heather for her service these past 9 months.
7. Correspondence – None
 8. Report from Council Representatives – Councillor Ostrander sought an update from the CAO regarding the architectural drawings for the library expansion. The architect is working on the mechanical drawings. Furthermore, the drawings/plans have not been sent to Council for final approval. Discussion took place about how to ensure that the expansion process follows the proposed schedule. Board members entrusted Councillors to follow up with the Municipality.
 9. Other Business – Bob would like members to reflect over the summer on a succession plan as a new board will be appointed in 2018. Bob would like two members to take the lead on developing the succession plan.

Moved by Bob, to Adjourn the meeting at 7:29 p.m., carried.

Next scheduled Library Board meeting set for September 27, 2017 at 7:00 p.m. in the Codrington Community Centre or at the discretion of the Chair.



Murray Workman

Vice Chair



Mellissa D'Onofrio-Jones

CEO, Secretary, Treasurer