



MINUTES for the regular meeting of the Brighton Public Library Board for May 24, 2017 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Murray Workman, Councillor Brian Ostrander, Erin Alexander, Councillor Mary Tadman, Jane Baier, Peter Starbuck, Sandi Zwaan, Heather Ratz (Acting CEO), Mellissa D’Onofrio-Jones (CEO on Maternity Leave), Robert Janiga (Recording Secretary – Staff),

Regrets: Erica Larmer

1. Call to Order – 6:54 p.m.
2. Approval of the agenda – Bob Burke asked to include in the Agenda an item about the Friends of the Brighton Public Library that would be included under Other Business.
Moved by Murray, Seconded by Jane – That the Board adopts, as amended, the May 24, 2017 Agenda, carried.
3. Approval of Minutes from regular meeting of April 19, 2017 – **Moved by Murray, Seconded by Erica— That the Board accepts the Minutes from April 19, 2017, carried.**
4. Financial Report
 - a. April 2017 – Balance Sheet – Heather asked if there were any questions right off the top. No members had questions and Heather stated that the current year books were on track with 2016.
 - b. Profit/Loss – Murray asked about line 5450 and why \$3,000 had been expensed when only \$1,000 had been budgeted. Heather responded that the budget was only for the first quarter. Erin asked why line 5352 (children’s programming) was under budget. Heather stated that nothing has been cancelled and all programs are running as per usual and that the extra money will assist with Pop Up Library costs.
Moved by Jane, Seconded by Erin – That the Board accepts financial statements from April 2017, carried.
 - c. Flex GIC – Heather stated that in May 2016 the Board voted to move \$150,000 from the operating budget into 3 \$50,000 flex GICs. Would the Board like to do the same this year? We don’t need the money right away and we could earn a little bit of interest. **Moved by Sandi, Seconded by Peter – That the Board direct Heather to transfer the \$150,000 into three separate \$50,000 flex GICs, carried.**

5. CEO Report

a. Heather pointed out several items from the April report; staff prepared for the new Overdrive website (live May 1). It is supposed to be faster and easier to use, with better browsing and easier borrowing. Also, while the total number of circulations is down, ILLO and Overdrive numbers have increased. Finally, April programming attendance was down but Easter weekend and 2 Sunny Days cancellations probably contributed to that.

b. Sarah Badgley Literacy Fund update; our submission has made it to the shortlist. Heather is to submit a more detailed proposal by June 15 and the successful applicants will be notified in early July,

6. Fundraising – Jane attended a one day session with Paul Nazareth, Vice-President of CanadaHelps.org. It assists charities with having donations through their websites. Jane noted that interesting fundraising ideas were shared for both long-term donations and short-term fundraising. BPL will need to raise funds to purchase library furnishings.

7. Committees of the Board Reports –

a. Policy Committee

- i. OP-17 Integrated Standards (AODA) – Erin – reviewed the policy, no major changes, minor editing. **Moved by Councillor Ostrander, Seconded by Councillor Tadman—** That the Board adopt the OP-17 Integrated Standards (AODA) policy as amended, **carried.**
- ii. New Customer Service Requirements – Heather stated that in June 2016, Ontario announced amendments around customer service and the AODA. Board members are now required to receive the same training that staff is required to take. Training involves a series of 4 videos, geared towards customer service in libraries. You watch the videos and sign the certificate. This policy (OP-16) is not up for review until October 2017 but Heather suggests completing it now. Board members will do the training at the next meeting.

8. Expansion – Discussion took place regarding the expansion presentation at the Council Meeting on May 15. Some concerns about the presentation insofar that it was difficult to see the screen. Bob Burke stated that overall he is satisfied with the expansion plans in that

BPL's space requirements will nearly double. Further discussion occurred about the work schedule and logistics for which areas might be worked on first. Thoughts were raised about the proposed children's library and security concerns about the location of the washroom.

9. Correspondence – Cheque received from Northumberland County for the Trash Bash fundraiser in the amount of \$388.00.

10. Report from Council Representatives – Nothing to report

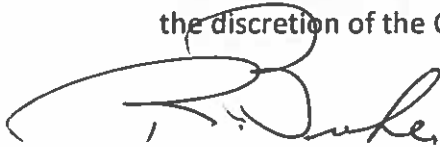
11. Other Business – Discussion took place about some of the activities that BPL is engaged in to celebrate Canada150, which include a contest, the recent rug hooking display, and highlighting Canadian authors through displays. Heather noted that 5 of the summer special events are related to Canada 150 and the 2017 Pop Up Library series will begin on Canada Day.

In addition, Board members considered different ways that they could work more effectively with the Friends of the Brighton Public Library, and agreed that the Friends provide valuable fundraising experience. The Friends upcoming Annual General Meeting that will take place on June 1, 2017 at 7:00 p.m. Heather and Robert will both be guest speakers.

Finally, Board members expressed concerns that, unlike other municipalities, no streets signs exist in the downtown core that alert people to the location of the library. **Moved by Peter, Seconded by Sandi—** That BPL signs be erected in the downtown core of Brighton

Moved by Councillor Ostrander, to Adjourn the meeting at 8:19 p.m., carried.

Next scheduled Library Board meeting set for June 28, 2017 at 6:30 p.m. in the library or at the discretion of the Chair.



Bob Burke

Board Chair

Heather Ratz

Acting CEO, Secretary, Treasurer

