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**MINUTES for the regular meeting of the Brighton Public Library Board for September 27, 2017 at 7:00pm held in the Brighton Public Library.**

Present: Bob Burke (Chair), Councillor Brian Ostrander, Jane Baier, Erica Larmer, Sandi Zaan, Murray Workman, Peter Starbuck, Councillor Mary Tadman, Mellissa D'Onofrio-Jones (CEO), Robert Janiga (Recording Secretary – Staff).

Regrets: Erin Alexander

1. Call to Order at 6:58 p.m. by Bob.
2. Approval of the agenda—**Moved by Murray, Seconded by Peter**—That the Board adopts the September 27, 2017 Agenda, **carried**.
3. Approval of Minutes from regular meeting of June 28, 2017—**Moved by Erica, Seconded by Jane**—That the Board accepts the Minutes from June 28, 2017, **carried**.
4. Financial Report – August 2017
  - a. Balance Sheet and Budget vs Actual - Mellissa asked if there were any questions regarding the profit/loss sheet. Peter noted that spending was down in some areas like salaries. Mellissa stated that there was a surplus due to some leaves of absence. There will be a 2% ATB that is tied to an increase to the Municipal non-unionized pay grid. In addition, there will be extra projects (e.g. weeding) that require more staffing hours. Councillor Ostrander stated that the Board may want to place some money in reserve that could then be accessed during the expansion. Bob asked why money was not budgeted for adult outreach. Mellissa responded that adult outreach was captured under the total Outreach Programs line 5350 and was separated out for staff budgeting purposes in the financials. Mellissa stated that the Province has provided grant money to cover

internet costs for 2017 through the Connectivity Grant. This will create a surplus given that this is unbudgeted money and the library has been paying for internet expenses. The ILDS Grant will be similar to last year's amount for the Capacity Building Grant from the province (\$4767) and will need to be expensed by March 31, 2018. Mellissa mentioned that the Board had decided to put the Rotary money in a GIC, which has now rolled over. She asked whether the Board would like the GIC to be invested for another six months. The Board agreed. **Moved by Councillor Tadman, seconded by Peter –That the Board invest the GIC for another six-month term, carried.**

- b. Draft Budget Preparation – Discussion took place about staffing needs with the expanded library and the possibility of opening the Codrington library during the Codrington Farmers' Market hours. Mellissa stated that in the expanded library space there will be two separate areas that staff will be required to work in and that the current practice has been to have three staff on during peak hours. In the new space one staff person will likely be working in an office and not be available for regular circulation duties. Councillor Ostrander suggested that the salary budget be set to anticipate the hiring of another full-time staff person from April to December 2018 and the extra Codrington hours.
5. Library Expansion – Mellissa confirmed that the Board will be responsible for providing funds for any loose furnishings. She stated that the circulation desk is covered and the library will not need to purchase lobby furniture. In addition, she asked the Venton Group (i.e. the architects involved in the library expansion) for a costing for furnishings. Mellissa stated that the library has approximately \$118,000 in reserves. Councillor Ostrander suggested that there would be many people in the community of Brighton that would provide financial support. Mellissa explored possible grant options. The Trillium Foundation would not be possible for 2017-18 as Municipalities are required to apply on behalf of libraries and are only allowed one application per granting cycle and the Municipality of Brighton is applying for another project. Mellissa mentioned the Parrott Foundation in Belleville and Councillor Ostrander mentioned the Brian Todd Memorial Fund as possible grant sources.

Technology costs for the expansion would include additional computers, telephones, and two self-checkout machines. For the latter, the price would be between \$25,000 - \$35,000 each, plus additional annual fees for software licensing. Discussion took place whether self-checkout machines would really

benefit the community and the Board felt that the money could be used on more important items.

## 6. CEO Report

- a. Summer of 2017 – A successful event with author Owen Laukannen was held at the library and about 32 people were in attendance. The library partnered with Lighthouse Books for this event. A Book Sale was held at the Pop Up Library at the Codrington Market and was received well. Mellissa mentioned that October Ontario Public Library (OPL) week is from October 15 - 21. The library will be hosting a “Celebrate YOUR Library” gathering on October 18. We will run on-demand tours that day. Library Staff are also creating a tree of library stories. The branches of the tree will be bare and we will invite patrons to write out a story about their library experiences to place on the tree. In addition, there will be some social media activity including staff videos about library stories and “Did you know you could .... at BPL”. Mellissa mentioned that last year the Mayor “declared” OPL Week and asked if the Board would like that to happen this year. The Board agreed and directed Mellissa to draft a letter to the Mayor asking him to declare OPL Week for 2017.
- b. iPad Pro – Mellissa mentioned that it would be beneficial for the Library to purchase an iPad Pro for photo and video production. This would assist in social media. Staff are currently using their own technological devices. The Board stated that she could spend up to \$1,000. **Moved by Councillor Ostrander, seconded by Peter** – That the Board authorize the CEO to spend up to \$1,000 on an iPad Pro, **carried**.
- c. Wi-Fi Hotspot lending - Mellissa stated that the Board had wanted the CEO to investigate wi-fi hotspot lending. She stated that one device would cost about \$1400 per year and that the internet savings from this year (due to provincial funding) could be earmarked for next year. Some concerns were raised about risks associated with patrons using the device for high-data purposes (i.e. gaming) and possible damage to the devices. Councillor Ostrander suggested that this item be brought to the Board for discussion in one year’s time.

## 7. Policy Committee

- a. OP-12 General Facility Use
- b. OP-13 Safety, Security and Emergencies
- c. OP-14 Prevention of Workplace Violence

Overall, the Board was fine with the above policies and some minor edits were suggested. **Moved by Murray, seconded by Jane**— That the Board adopt, as amended, OP polices 12, 13 and 14, **carried**.

8. Correspondence – Mellissa mentioned that a patron that had received assistance provided a thank you card expressing the excellent service she had received.
9. Council – Councillor Tadman stated that the expansion project will go out for tender on October 19, 2017.
10. Other Business – No new business.

**Moved by Bob**, to Adjourn the meeting at 8:20 p.m., **carried**.

Next scheduled Library Board meeting set for October 25, 2017 p.m. in the Codrington Community Centre or at the discretion of the Chair.



Bob Burke

Board Chair



Mellissa D'Onofrio-Jones

CEO/Secretary/Treasurer