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Minutes for the regular meeting of the Brighton Public Library Board for April 22, 2020 at 7:00pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).

Present: Bob Burke (Chair), Sandi Zwaan, Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Jane Baier, Councillor Rowley (Vice Chair), Councillor Tadman, Carol French, Rick Hill

Regrets: Murray Workman

1. Call to order at 7:00 pm by Bob.
2. Using Zoom – For those not familiar with the online platform, Heather gave a brief description of etiquette and how a Zoom meeting functions.
3. Approval of agenda – **Moved by Councillor Tadman, Seconded by Sandi that the Board adopt the agenda. Carried.**
4. Approval of minutes from :
 - a) Regular meeting of February 26, 2020

Moved by Rick, Seconded by Councillor Tadman. Carried.

1. CEO Report – a) Feb & Mar 2020 – Heather highlighted that the library ran with regular hours March 1-13 and closed March 14 at 3pm due to the global pandemic. Programs for the month were cancelled. Staff reported for work the following Monday and Tuesday. They have been working from home since that time. They have been working on ways to connect with patrons using technology; online story time, vetting information and online resources to bring value to patrons. Staff has been involved in professional development such as learning about practical ways to use technology, Public Libraries Act and Intellectual Freedoms. Staff has been asked to record and report about their learning. Overdrive has seen a large number of users from March 13 to April 13. Heather has made three purchases of additional ebooks/eAudio from the increased funding for purchases. There has been an increase in Facebook engagement. The Wi-Fi has remained on and 709 uses were recorded in the last month. Future statistics reports will include digital engagement numbers as we see a change to our service model.

b) Plan to Resume Operations – A working group of Heather, 3 staff and Bob will meet next week to discuss a recovery plan. The safety of patrons and staff will be most important. Everything from needing more volunteers, if we make furniture available and meeting room policy will be discussed. The committee will follow guidance from the Municipality, SOLS and Public Health. A “new normal” and perhaps a new service model can be discussed at the May meeting of the Board.

5. Strategic Plan Launch Online – Heather suggested launching the Strat plan via a live Zoom event on Facebook; patrons would be invited to join the event. The plan would be available on the website and in hard copy once we reopen. Each staff would speak to specific parts of the plan, tying in what we are doing now that aligns with the plan. It was agreed by the board that Facebook is not accessible to all so Heather will investigate streaming from Zoom to YouTube instead.

Moved by Jane, Seconded by Sandi, that Heather and staff launch the Strategic Plan Online, approved. Carried.

6. Staff Remuneration During Closure -

Moved by Bob, Seconded by Sandi, that there is no interruption in staff remuneration due to the current pandemic, approved. Carried.

7. Report from Council Representatives – Councillor Rowley – Council had their second meeting since the pandemic on Monday of this week. Staff is doing their best with the learning curve, conducting business under these unusual conditions. They receive weekly updates from the Mayor. Councillor Tadman reported that this year's flood situation may be better than 2017 according to recent bulletins. Currently, Northumberland County has no active cases of COVID-19 which is encouraging. Brighton has not needed to declare a State of Emergency as others have, due to the virus or this year's flooding. Councillor Rowley reported that the Municipality and the Community Events Committee is happy to have Brighton Public Library take on the project of a virtual Canada Day Celebration and is prepared to offer support. This is seen as a good opportunity to take advantage of the skills and abilities the library staff has in online community engagement.

8. Correspondence – Heather has received correspondence from patrons saying “thank you” and “we miss you”. She has had community members contact her for new memberships and troubleshooting issues with membership and using the library's online resources. The library received a \$500 donation from Trinity St. Andrews that was to be presented at their Open House.

9. Other Business – Bob attended a 2hr. SOLS Trustee conference and reported that he feels we are doing well by comparison to the other 92 libraries that were represented. We have a good working relationship with the Municipality. We have both good funding and support. Bob attended an online staff meeting and reported that staff is very busy with professional development and patron engagement. The question of the Policy Committee meeting was raised. It was decided that Heather will follow up with any reviews that need tending to so that there is no back log when regular business resumes.

Moved by Mary, seconded by Bob to adjourn at 8:00 pm.

Next scheduled Library Board Meeting May 27, 2020 at 7:00 pm. Meetings will continue on the Zoom platform until such time as the Board can meet in person again.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

