



35 Alice Street, P.O. Box 129  
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**MINUTES for the special meeting of the Brighton Public Library Board for August 15, 2018 at 7:00 p.m. held in the renovated (North) side of the library.**

Present: Bob Burke (Chair), Murray Workman (Vice-Chair), Erin Alexander, Jane Baier, Peter Starbuck, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Recording Secretary, Staff)

Regrets: Councillors Mary Tadman and Brian Ostrander

1. Call to order at 6:58 p.m. by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Jane**—that the Board adopt the Agenda, **carried**.
3. CEO Report

Lucas provided Mellissa with an update to the construction and Mellissa was able to give the Board an updated timeline. There is a verbal commitment from the construction company that the library portion of the renovation will be completed by Sept 7. There is no firm date on when the lobby or the front awning will be completed so there is great potential for the front entrance and the lobby access to be disrupted. Patrons could enter through the court waiting room. Reminder, this is a verbal commitment and there is nothing in writing. Using this information, Mellissa gave the following possible timeline:

Sept 10-14 – furniture install

Sept 17-21 – unpack and setup

Sept 24-28 – move Boutique items over, interfile, tech set up, prepare to open

Oct 1 – soft opening

Mellissa has contacted the landlord and he agreed that the Boutique lease could be extended to the end of Sept to accommodate these dates. This would increase the cost overage to approximately \$306.

Mellissa recommends using the 2017 surplus to cover rent, utilities, phone and internet at the Boutique. **Moved by Jane, Seconded by Erin** – that the Board direct Mellissa to use the 2017 surplus to cover rent, utilities, phone and internet at the Boutique, **carried**.

Another option is to extend the lease to mid-Oct. This would increase the overage even more but give more time given the tight schedule. Mellissa would like direction on extending the lease and paying the costs of the extra expenses.

Board members discussed these options and agreed that the timeline is tight and they want patrons to be able to safely access their newly renovated library, once the whole project is complete, even if that means extending the Boutique lease into Oct. **Moved by Erin, Seconded by Peter** – that the Board direct Mellissa to negotiate an extension of the Boutique lease to Oct 15, **carried.**

**Moved by Peter, Seconded by Sandi** – that the Board direct Mellissa to record Boutique expenses as a special item under line 62800 Facilities and Equipment, **carried.**

4. Applefest Closure

**Moved by Peter, Seconded by Erin** – that the library close on Sept 29, for Applefest, **carried**

5. Other Business – Sandi had a question regarding the funding for the lobby furniture. Mellissa replied that it had been approved and passed by Council. The lobby furniture has been ordered from Palmieri and will consist of 4 arm chairs, 1 table and 2 benches. The Municipality will be invoiced for this purchase.

**Moved by Murray** - to adjourn at 7:32 p.m.

**The next scheduled Library Board Meeting is Sept 26, 2018 at 7pm location to be announced or at the discretion of the Chair.**



Bob Burke  
Chair



Mellissa D'Onofrio-Jones  
CEO/Secretary/Treasurer