



MINUTES for the regular meeting of the Brighton Public Library Board for February 22, 2017 at 7:00pm held in the Brighton Public Library.

Present: Murray Workman (Interim Chair), Councillor Brian Ostrander, Erin Alexander, Erica Larmer, Councillor Mary Tadman, Jane Baier, Peter Starbuck, Sandi Zwaan, Heather Ratz (Acting CEO), Robert Janiga (Recording Secretary – Staff),

Regrets: Bob Burke

1. Call to Order – 6:55 pm
2. Approval of the agenda—**Moved by Councillor Ostrander, Seconded by Erin—That the Board adopts the February 22, 2017 Agenda, carried.**
3. Approval of Minutes from regular meeting of January 25, 2017—**Moved by Councillor Tadman, Seconded by Peter—That the Board accepts the Minutes from January 25, 2017, carried.**
4. Financial Report
 - a. Heather stated that the audit is currently in progress and that the auditor is doing it remotely from Lindsay. They have an accountant copy of Quick Books for 2016. Invoices and statements are being reviewed. Documents have been sent through a secure portal for extra protection.
 - b. Jan 2017 – budget vs actual – Heather asked if there were any questions. She state that line 5300 (library supplies) now includes the processing fees. Heather also pointed out that line 66000 shows that the payroll came in under budget and that BPL is in the process of hiring a student assistant (to fill the student position that has been vacant since August 2016).
 - c. Balance Sheet – Peter asked whether this balance sheet was for January 1. Heather responded with yes, this amount of fixed assets is a continuing amount from 2016. The year-end will be closed when the auditor is finished.

Moved by Councillor Ostrander, seconded by Peter—That the Board accepts the financial statements and the explanation of the balance sheet from January 2017, carried.

5. Circulation Policy – Murray stated that the Board had discussed the Circulation Policy at the last meeting and made suggestions to Heather for revision regarding patrons who did not have a library card or ID with them when attempting to access service. In addition, Heather confirmed that the consent form that would allow a patron to have another individual access their account information (adapted from Peterborough Public Library’s form) is deemed appropriate by the Southern Ontario Library Services. Peter raised a concern that the language on the consent form needed some amending as it did not quite capture the issue that some patrons have experienced. The word “record” should be replaced with “account”. **Moved by Jane, seconded by Erica**—That the Board adopt the changes to the Circulation Policy and the Consent Form (as amended), carried.

6. CEO Report

- a. Jan 2017 – the Tech Mentoring program was offered for 4 weeks in January 2017. Northumberland Community Legal Centre gave a presentation in January that provided staff with information on how they might connect patrons who need administrative justice services to the Centre. Murray noted that program attendance had declined from the previous period. Heather mentioned that weather was a key factor.
- b. First Nation Public Libraries – Regarding the possibility of BPL sponsoring a First Nations Public Library’s membership in the Federation of Public Libraries, Heather was informed that once a First Nation library accepts the sponsor the process can proceed. If sponsorship is accepted, all First Nations Libraries will be members of the FOPL.
- c. Award – Heather noted that BPL won a Minister’s Innovation Award for the Tech Mentoring program and asked whether there is a way for the Municipality to formally recognize the award. Councillor Ostrander stated that it could be done as an announcement or as a delegation. Councillor Tadman agreed and offered that a delegation might be the best approach. Councillor Ostrander stated that to request a delegation requires contacting the Deputy Clerk’s Office. He also felt it was appropriate to advise the Friends of the Brighton Public Library about the delegation.

Moved by Erin, seconded by Jane— That the Board accept the CEO Report and direct Heather to contact the Deputy Clerk’s Office about setting up a delegation, carried.

7. Correspondence – The library received two items in January addressed to Bob and Peter. A financial advisor from Toronto contacted BPL about providing CIBC service. Heather recommended that the local representative in Brighton was fine and that the library should stay with a local person. The Board supported her recommendation. The second item was a postcard from Bob, the Chair, who is in Florida.

Moved by Councillor Ostrander, seconded by Peter—That the Board accept Heather’s recommendation to continue receiving service from the local CIBC representative.

8. Report from Council – Councillor Ostrander stated that Council was still dealing with the Budget. He stated that the Municipality had been denied the Canada 150 Grant, which means that the Municipality will be responsible for paying for the full amount for renovations. Councillor Ostrander stated that they were in the process of contacting the MP’s office to obtain feedback on why the grant application was denied. Discussion took place about the grant writing process and whether there were ways to improve it so as to be successful in the future. Councillor Ostrander reiterated that the Municipality will cover the cost of the renovations, while the library will be required to finance the cost of any furnishings.
9. Other Business – Feb 21 Town Council meeting – Murray stated that he and Heather had attended the Municipality’s budget public consultation meeting and that he was pleased with the general tone of the meeting and feels that support for the expansion is there.

Moved by Erica, to Adjourn the meeting at 7:25 p.m., carried.

Next scheduled Library Board meeting set for March 22, 2017 at 7:00 p.m. in the library or at the discretion of the Chair.

Murray Workman
Interim Board Chair



Heather Ratz
Acting CEO, Secretary, Treasurer

