



35 Alice Street, P.O. Box 129
Brighton, ON K0K 1H0
613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for June 27, 2018 at 7:00 p.m. held in the Court Waiting Room.

Present: Bob Burke (Chair), Murray Workman (Vice-Chair), Councillor Brian Ostrander (arrived at 7:15), Councillor Mary Tadman (arrived at 7:15), Erin Alexander, Erica Larmer, Jane Baier, Peter Starbuck, Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Recording Secretary, Staff)

Regrets: Sandi Zwaan

1. Call to order at 6:55 p.m. by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Erica** — that the Board adopt the Agenda, **carried**.
3. Approval of Minutes from regular meeting May 23, 2018 – **Moved by Murray, Seconded by Erin, carried**.
4. Financial Report

On the Balance Sheet, Mellissa highlighted that Unearned or Deferred Revenue (line 25800) is at \$65,341. This is the fundraising monies and does not include the \$30,000 from Rotary. There were no questions regarding the Balance Sheet. Referring to the Profit & Loss vs. Actual report, Mellissa noted that some categories, including book sale, card replacement, and copier/printing fees, are under budget due to lower patron traffic in the Boutique library. Also, Accrued Revenue HST Rebate (line 4000) is filed in July and is therefore not reflected on the May financials.

Murray had the following questions:

Friends of the Library expense (line 5390), why isn't it budgeted for? Mellissa explained that we can't budget for this because we ask Friends for specific amounts as needed and it is either granted or not.

Professional Development (line 5400), why is it under budget? Mellissa explained that the Board had approved Mellissa and Heather for the APLL program that would cost 3,900 and would come from professional development. Other staff members are attending shorter courses and webinars as a part of the professional development budget.

Professional fees (line 5450), why has nothing been spent? Mellissa explained that this is for the audit and that has not been paid yet.

Technology Expense (line 5650), why are we over budget? Mellissa reminded the Board that this is not the annual budget but only Jan through May and that the Board requested this format several years ago. We pay for the ILS once a year and it comes out of this budget line which is a larger portion spent in the spring.

Internet expense (line 5652), why is this over budget? Mellissa explained that we are paying for internet at both the Boutique and 35 Alice out of this budget line due to renovations. The delays in the construction time line have affected the spending in this area as we have been paying for internet at both locations longer than anticipated. This is the same for Communications (line 5150).

Mellissa asked the Board if they would like to purchase flex GICs now that we have the full amount from the Municipality. Usually the Board purchases 3 x \$50,000 GICs but Mellissa recommends purchasing 2 x \$50,000 this year.

Moved by Peter, seconded by Murray - that the Board direct Mellissa to purchase 2 flex GICs of \$50,000 each, **carried**.

Moved by Jane, Seconded by Peter - that the Board approve the May 2018 financial report, **carried**.

5. CEO Report

The Pop Up library begins on July 1 and will be 5 days a week. This should alleviate some of the space constraints at the Boutique. Mellissa has hired 2 Canada Summer job students and 1 student clerk who will replace our current student clerk, Grace, when she heads to university in Sept. Mellissa explained that because we are in a time of flux, she chose to hire 3 students rather than fill permanent positions. Mellissa will work to hiring for permanent positions for the opening of the expanded library.

The new interlibrary loan procedure is up and running smoothly. The new procedure allows ILLO items to be checked out on the patron cards, allowing for better tracking and in most cases, longer loan periods.

Brighton stats are down but Codrington circs are increasing, partly due to Sunday openings. Overdrive numbers continue to grow each month.

Murray asked about the Sunny Days program and where it is being held.

Mellissa explained that for now it is held at Sunny Days but will revert back to the library once we reopen.

Mellissa shared that the province of Ontario has put out a call to libraries needing upgrades to broadband services. We have submitted a proposal for Codrington to be a part of the Exploring the Feasibility of an Upgrade to Library Broadband Service assessment.

The carpet is being installed tomorrow and 80% of the furnishings will be delivered July 4. Shelving will be installed in the old downstairs of the library the week of July 4. On July 9 we will begin unpacking the collection in the old downstairs for the library. Mellissa is waiting to hear an updated completion date for the health unit side.

Moved by Erica, Seconded by Peter – that the Board approve the CEO report, **carried.**

6. Fundraising Committee

- a) Update on funds raised – \$99,300
- b) Grant applications/Letter writing campaign – Real Estate companies have been added to the mailing list. These will be followed up with visits. Jane talked to the Codrington Women's Institute and a donation is forthcoming. McDonald's has been approached but we have not heard back. Murray approached Canadian Tire in Trenton.

Thank you again to Mellissa for her work on this campaign.

- c) Events – The book sale and the auction were tentatively set for Aug 15 but have now been delayed indefinitely due to the renovation schedule. It is looking like they will be held in the fall. The art for the auction has been cleaned and Bob is storing it. There was a discussion regarding going public with the art before it is sold. There is no paperwork to determine if the pieces are donations to the library or if they are on loan. Bob will seek legal advice on this matter.

Moved by Murray, Seconded by Erica – that the Board approve the Fundraising Committee update, **carried.**

7. Policy Committee

- a) OP-17 Accessibility in the Library – this comprehensive policy replaces OP-16 and OP-17.
- b) OP- 01 Collection Management – Peter requested that the wording in Sec 5. 2b) be amended to include the word obligation. The other Board members agreed.
- c) OP-18 Purchasing – no further amendments necessary.

Councillor Tadman stressed the importance of accessibility and that there will be a final walk through of the renovated space.

Moved by Councillor Ostrander, Seconded by Erica – that the Board accept Policy OP-17, OP-01, and OP-18, as amended, **carried.**

8. Correspondence - None

9. Report from Council Representatives - Councillor Ostrander reported that he and Councillor Tadman put a motion to Council that the Municipality pay for the shared lobby furniture and that the choosing of the furniture involve Municipal and library staff. The motion was carried. Councillor Ostrander asked Mellissa to contact Lucas to discuss the ordering of library furniture.

10. Other business – Bob had a request to recognize former Mayor Bill Pettingill by naming an area of the library after him. The Municipality has a naming policy and Councillor Ostrander will look into it. There was also a question of inviting former Board members to library events. There was a discussion regarding how much time this would take, as it would involve many people and we don't have a master list. It was agreed that a general announcement would be better. The library has been approached by a community member regarding a donation to have a living wall in the shared lobby. The library cannot make this decision because it is a Municipal building.

This is Erica Larmer's last Library Board meeting as she will be moving to Prince Edward County. The Board would like to thank Erica for her time and work on the Brighton Public Library Board and wishes her well.

Moved by Murray, Seconded by Erin to adjourn at 7:58 p.m.

The next scheduled Library Board Meeting is Sept 26, 2018 at 7pm at the Brighton Public Library 35 Alice St. or at the discretion of the Chair.



Bob Burke
Board Chair



Mellissa D'Onofrio-Jones
CEO/Secretary/Treasurer