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MINUTES for the regular meeting of the Brighton Public Library Board for May 23, 2018 at 7:00 p.m. held in the Court Waiting Room.

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

1. Call to order at 7 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 April 25, 2018 – **Moved by Murray, Seconded by Erica, carried**.
4. Financial Reports
 - a. April 2018 – Mellissa highlighted that unearned or deferred revenue (fundraising) now appears on the Balance Sheet (line 25800). The Rotary donation is not reflected here as it was placed in a reserve GIC. The FOL donation will be reflected on the May financials. Regarding the Profit & Loss vs. Actual, Peter commented on line 4250 (Municipality of Brighton). Mellissa explained that we haven't yet received all of the monies from the Municipality but that should be reflected on the May financials. Bob commented on line 5390, Friends expense and asked if it was ever budgeted for. Mellissa replied no because FOL gift as they see fit throughout the year so it is not possible to budget for their donation. **Moved by Erin, Seconded by Jane** - that the Board approve the April 2018 financial report, **carried**.
 - b. Audit recommendations update – Lorraine has created a spreadsheet for the schedule of investments that includes details regarding date, notes and Board approval. This should allow better tracking of investments, as recommended by the auditor.
 - c. GIC – A GIC of \$28,496.95 matured on April 2, 2018 and was deposited into the general operating account. Mellissa recommended that it remain there as it will be used for furnishings.

Moved by Peter, Seconded by Erin – that the GIC of \$28,496.95 remain in the general operating account, as recommended by Mellissa, carried.

5. CEO Report

- a) Boutique update – The lease has been extended to Aug 15. to accommodate the updated construction schedule. There has been nothing but positive feedback regarding the Boutique but it is getting overstocked and crowded. Mellissa will be given access to the storage area and we will pack up several totes of material to store. Friends of the Library would like to raffle off a child's wagon but there is no room in the Boutique so they are brainstorming new ideas for display.
- b) Renovations update – The latest schedule has the adult side being completed by June 4 and the Health Unit side completed by July 15. The Municipality suggests booking the furniture install to coincide with these dates. Mellissa is in talks with Rocky sales representative for Palmieri to have the adult side installed in early June. There is no firm date yet. The carpet that was originally ordered is on backorder so an alternate carpet that could be delivered in a timely fashion was selected. Regarding lobby furnishings, Mellissa has a document showing an allotment of \$15,000 for this. However, recent discussions with Municipal staff have led her to believe that the Municipality does not intend to purchase lobby furniture. Mellissa suggested that lobby furnishings could be purchased for \$5,000 plus tax. CEO suggested multiple options for lobby furnishings, a discussion followed and it was decided that Councillor Ostrander would look into this. In terms of the CEO office, Mellissa explained that she does not have a phone line as the line had to be cut in order to take out a section of the wall. Cogeco cannot hook it up at this time because the cable and hydro have not been run into this section of the expanded library. As a result Mellissa has calls being forwarded to her personal cellphone. The Board understands that Mellissa will use her discretion when deciding to work from home, as the renovation on the Health Unit side continues.

Moved by Councillor Ostrander, Seconded by Sandi – that the Board approve the CEO report, carried.

6. Fundraising Committee

- a) Update on funds raised – \$94,000
- b) Grant applications/Letter writing campaign – Mellissa has applied to the Birk Foundation and the McLean Foundation. We were not selected for the MacDougall Family Fund or the Brian Todd Foundation. Murray highlighted that the amount of success we have had is due to the amount of work that Mellissa has done. Well done Mellissa!
- c) Events – There are 2 events planned a book sale and action but it is the intention to hold them in the expanded library because the library is not yet completed they have been postponed. Hopefully the library will be able to host them in August.

Moved by Mary, Seconded by Sandi – that the Board approve the Fundraising Committee update, carried.

7. Policy Committee

a) OP-20 – Meeting Rooms

The draft policy was discussed and it was decided that afterhours use would not be allowed at this time and the policy would be reviewed in January 2019.

Mellissa will amend the policy accordingly.

Moved by Erica, Seconded by Peter – that the Board accept Policy OP-20, as amended, carried.

b) OP-17 – Mellissa recommended deferring this review until June, pending an update from SOLS.

Moved by Sandi, Seconded by Erica – that the Board defer OP-17 to the June meeting, carried.

8. Correspondence - None

9. Report from Council Representatives - Councillor Tadman reported that she has inquired about some of the artwork that was donated to the library, but she has had no new information.

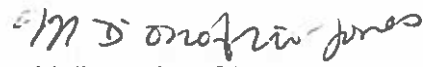
10. Other business – Bob handed out legacy information and informed that this is the obligation of the Board to have this done by the end of the year. It will be discussed at a later meeting.

Moved by Murray, Seconded by Councillor Ostrander to adjourn at 7:50 p.m.

The next scheduled Library Board Meeting is June 27, 2018 at 7pm location to be announced or at the discretion of the Chair.



Bob Burke
Board Chair



Mellissa D'Onofrio-Jones
CEO/Secretary/Treasurer