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MINUTES for the regular meeting of the Brighton Public Library Board for November 23, 2016 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Councillor Brian Ostrander, Erin Alexander, Murray Workman, Councillor Mary Tadman, Peter Starbuck, Erica Larmer, Heather Ratz (Acting CEO), Robert Janiga (Recording Secretary-Library Staff)

Absent: Sandi Zwaan,

1. Call to order at 7:00 by Bob.
2. Bob Burke asked to include a discussion of police checks in the Agenda. Approval of the agenda- **Moved by Bob, Seconded by Murray** - That the Board adopts November 23, 2016 Agenda, **carried**.
3. Approval of Minutes from regular meeting of October 26, 2016—**Moved by Murray, Seconded by Erin**—That the Board accepts the Minutes from October 26, 2016, **carried**.
4. Financial Report – October 2016
 - a. Heather stated that both she and Murray Workman now had signing authority with CIBC and that Heather now has a Business VISA. Heather also highlighted in the Balance Sheet, under Fixed Assets, line 1708, Audio, which showed an amount of \$114.32 seemed too low so she would check the invoices and have it corrected.
 - b. Heather asked whether anyone had questions about the Profit/Loss sheet. Murray asked a question about line 5390 that pertains to an expense by the Friends of the Brighton Public Library (FBPL). It was clarified that FBPL had initially provided BPL with the money that shows as income under line 4225. He also had a question about line 5650, Technology Expense, and why it was more than \$3,000 dollars over budget. Heather explained that the cost of the new ILS was to be expensed through the

capacity fund, the tech budget and the budget surplus. However, there is no way to expense budget surplus so it was suggested (by the PEC bookkeeper who helped us set up QuickBooks) that the budget surplus portion be shared between the tech budget and the capacity fund and the overage explained in the comment section of QuickBooks. He also had a question about line 5310 and asked for examples of "processing fees". Heather responded that this includes services from book vendors like book covers, adding barcodes and marc records. Bob inquired as to why processing fees were parceled out as an expense. Heather explained that that amount comes from the acquisitions budget and that they are not an asset like books. In 2017, the Board would like it to come out of the Library Supplies and Services budget (5300).

- c. Heather mentioned that the Province of Ontario Capacity Building Expense monies would hopefully be arriving in a couple of weeks, but that the PLOGs are being worked on first. She also stated that because the Board does not meet in December she would like to send a request to the Municipality requesting an advance for the first quarter, while budget deliberations are underway. Heather asked if the same letter from last year could be used. The Board was fine with that.

Moved by Peter, Seconded by Councillor Ostrander –That the Board accepts the financial report for October 2016, carried.

5. Committees of the Board Reports

a. Policy Committee

- i. PER-07 Staff Use of Technology – There was some discussion whether under #5 in Section 1 whether the "Board" needed to be included. However, it was acknowledged that the term "library" included the Board as well.
- ii. VOL-01 – Volunteer Program - Under #7 in Section 3, Erin asked whether volunteers who get a police check will need one for vulnerable sector as well. Discussion took place that since Volunteers would be supervised by a staff person (i.e. not left alone) who has had the vulnerable sector police check, a general police check would be sufficient. It will be up to the discretion of the CEO whether a volunteer needs a police check and what type. Discussion took place whether Board members should be required to have a police check. It was deemed that there were already sufficient checks and balances in place to ensure proper

procedures and processes were being followed and that Board members are not involved with providing direct service to the community.

Moved by Erin, Seconded by Peter—That the Board adopt PER-07 and VOL-01 as received, carried.

6. Sharon Bugg – Retirement Tea – Lots of discussion occurred regarding the acknowledgement of Sharon's retirement. Some suggestions included holding a retirement tea in the library, in the hallway of the Municipal building, or the Community Centre. It was agreed that an opportunity for patrons and staff to participate would be important. It was also agreed that Bob would contact Sharon to see if she was interested and what her availability might be. A budget of \$150 was approved for both a gift and the retirement tea.
7. Library Expansion – Bob shared that the Architect had submitted drawings to the CAO of Brighton and that they looked good. The Municipality is still awaiting the dollar amount. The expansion would basically double the library's space to about 6,800 ft². Bob noted that it would be much better than what the library currently has. He did acknowledge that a good plan would need to be developed for how best to manage during construction.
8. CEO Report – Heather stated that October was a busy month for Brighton Public Library as it celebrated Ontario Public Library Week, Canadian Library Worker's Day (CLWD) and hosted an Open House. Approximately 35 members from the community were present during the speeches, along with guests Mayor Walas, MPP Lou Rinaldi and Friends of the Brighton Public Library. Staff also engaged in some fun play for CLWD with photos that were uploaded to the library's Facebook page. BPL also participated in a Spine Poetry contest.

Heather commented that BPL has increased its presence on various social media platforms. Robert, a staff member, has been managing content to stay connected with patrons and the wider community on Facebook, Twitter and, more recently, Instagram. Facebook, in particular, was used to notify people about the construction.

BPL was pleased to host a "Northumberland Went to War" display by local historian, Dan Buchanan.

October brought BPL's regular programming, including Sunny Days, preschool story time and Saturday crafts. With Halloween, staff dressed up and posted photos on social media.

Heather mentioned that while the outside construction has impacted patron circulation statistics in terms of a monthly comparison with October 2015, program attendance has actually increased.

Lastly, it was noted that the window has now been replaced at the Codrington Branch and that signs stating "No Money on Premises" were up and that staff now had their own floats that they brought to and from the Branch. Some discussion took place about who would attend the Codrington Community Centre meeting next and that the Community appreciated seeing a Board member at the meeting.

9. Board Members Commitment to Committees – Bob mentioned that members would need to declare in January 2017 which committees they would like to sit on. The Committees are: Finance, Policy and Board Evaluation

10. Correspondence – the only correspondence was the first Christmas card of the season from Mayor Walas.

11. Report from Council Representatives – Councillor Tadman stated that there were not items to report.

12. Other Business – Jane Baier is the new Board Member replacing Mary Jo Solarik

Discussion took place about policy OP-04, the BPL's Circulation Policy. A few complaints have been received regarding patrons having to bring cards to checkout materials or have the spouse's card, if the one spouse is picking it up for the other spouse. Some Board members felt that staff should be flexible when serving patrons. Bob did acknowledge that the policy does not allow for any flexibility on the card issue. At the meeting in January 2017, the Board will review the policy.

Bob will be away until April 2017 and Vice-Chair, Murray Workman, will step in as interim Chair of the Board.

Moved by Councillor Tadman, Seconded by Erica, To adjourn at 8:22 p.m., carried.

Next scheduled Library Board meeting set for January 25, 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

