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MINUTES for the regular meeting of the Brighton Public Library Board for Oct 24, 2018 at 7:00 p.m. held in the library programming room.

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

Regrets: Jane Baier, Councillor Ostrander

1. Call to order at 7 p.m. by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Erin—** that the Board adopt the Agenda, as amended, **carried.**
3. Approval of Minutes from:
 - Regular meeting of Sept 26, 2018 – **Moved by Murray, Seconded by Peter, carried.**

4. Financial Report

a) Balance sheet & Budget vs Actual – Sept 2018

Balance Sheet - Mellissa noted that the RBC GIC that has been closed out will be reflected in the Oct financials. There were no questions regarding this report.

Budget vs Actual – Mellissa noted that the furnishings have not yet been paid because there are some deficiencies to be rectified and all of the furnishings have not been received. The invoice will be paid in full when everything has been received.

Other notes – The grant money for the 2 Canada Summer Jobs students has not been received yet. Also, the 1st half of the HST has been received and the full rebate will be reflected at the year end.

Murray asked why some of the expenditures are more than the budget allows. It was explained that this report is to the end of the month only and not the full year. Mellissa fully expects that the expenses will be in line with the budget by year end. Mellissa explained that she can change the report to reflect the entire year but this decision will be tabled until there is a new Board in place.

A question was asked about where the reimbursement for the Boutique expenses will show up in the financials. Mellissa replied that the \$5400 will fall under the Municipality line. It was suggested that Mellissa talk to Linda Widdifield about the best place to record it. It may need a separate line.

Moved by Peter, Seconded by Murray- that the Board approve the financial reports of Sept 2018, **carried.**

b) Draft Budget and Cover Letter – Mellissa highlighted that the \$100,000 for the Municipality of Brighton Space and Services is a bookkeeping entry only. This number came from Linda Widdifield and reflects rent and utilities for the expanded space. Also, the increase in Salary Expenses is for the FT permanent position.

Moved by Peter, Seconded by Erin - that the Board approve the 2019 Draft Budget and Cover Letter, **carried.**

5. CEO Report – Highlights – Circulation numbers are increasing and reflect a normal level. Daily circs are at 300+ per day. Teens and families have been using the new space and that is great to see. Murray noted that the library is doing what it should be doing and how it looks reflects that. Councillor Tadman suggested that there may be a partnership opportunity with the Beacon Youth Centre. Perhaps we can incorporate what they do, with the library. In terms of staffing, Beckie is leaving us for a position with Oshawa Public. Mellissa and Sandi conducted interviews and things will move quickly to get the successful candidates in place by Nov 12.

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

6. Fundraising Committee

a) Upcoming events – Murray spoke about the book sale happening on Nov 10 from 8-4, at the Boutique. Donations will be accepted at the Boutique from 10-2 on weekdays leading up to the sale. There will be a press release, posters and social media to promote the event. Murray will also draft a letter to Council to notify them of the event. Friends of the Library have agreed to work the book sale and give the funds directly to the library.

Another event idea is the Buy-a-Mug coffee event, possibly in Jan. The idea is that people would buy a ticket and that gets them a mug, hot drink and treats. Mrs. B has been approached to give a talk about chocolate making and provide samples. Final details about this event still need to be worked out.

b) Funds raised – \$115,000

7. Policy Committee

- a) Review of OP-13, OP-14 and OP-15 – there was a short discussion and amendments made to wording of OP-14.

Moved by Erin, Seconded by Councillor Tadman– that the Board accept Policy OP-13, OP-14 and OP-15, with amendments, **carried**.

8. Board Recruitment Event – Applications to be on the Library Board will be accepted until Nov 16, according to a news release. Due to time constraints, there won't be time for a full event to provide information about what a Library Board member does etc....but Bob has agreed to be contacted by those people interested in applying.

9. Correspondence - None

10. Report from Council Representatives Mary Tadman and Brian Ostrander – None

11. Other Business

a) Naming an area of the library – It's possible that the Children's area could be named after former Mayor Bill Pettingill but Council has to approve the naming of an area because this is a municipal building. Councillor Tadman suggested that Mellissa talk to Jim Millar as he has some experience with this at the Community Centre.

b) The library gauge needs to be moved from the Community Centre to the library. Mellissa will talk to Jim Millar.

c) The Trustee meeting will be held here on Sat Nov 10.

d) Mellissa stated that she needs Board approval for the Christmas closure

Moved by Murray, Seconded by Peter – that the Board approve the closure of the Brighton Public Library from Sunday Dec 23, 2018 – Tuesday Jan 1, 2019, reopening on Wednesday Jan 2, 2019, **carried**.

e) The Board congratulated and thanked Mellissa and staff on a job well done with regards to getting the new library up and running. They would like to acknowledge the work with a staff dinner, paid for by the Board.

Moved by Murray, Seconded by Peter – that the Board approve the purchase of staff dinner, up to \$500, **carried**.

f) Sandi will host a staff/Board Christmas party on Dec 11 at 6pm

g) Mellissa has been approached by Don Colby with regards to making a donation (\$10,000) in memory of his daughter, Margaret. He would like to purchase an item and Mellissa is working through the steps to purchase a digital microfilm reader.

h) Plaque for Rotary donation – Murray will look into specific wording and Jim Millar will be contacted to find out if a local business does this.

i) Window blinds – Mellissa can seek quotes for desired spaces. It was suggested that blackout blinds be purchased for the programming space.

Moved by Peter to adjourn at 8:30 p.m.

The next scheduled Library Board Meeting is Nov. 28, 2018 at 7pm in the library or at the discretion of the Chair.



Bob Burke
Board Chair



Mellissa D'Onofrio-Jones
CEO/Secretary/Treasurer