



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 Sept 26, 2018 at 7:00 p.m. held in the library (under renovation).

Present: Bob Burke (Chair), Murray Workman (Vice-Chair), Councillor Brian Ostrander, Councillor Mary Tadman, Erin Alexander, Jane Baier, Peter Starbuck, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Recording Secretary, Staff), Beckie MacDonald (Staff, left at 7:02)

1. Call to order at 6:55 p.m. by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Councillor Ostrander** — that the Board adopt the Agenda, **carried**.
3. Pop Up Libraries – FT staff member and Pop Up Library Co-ordinator, Beckie MacDonald presented a report on the highlights from Pop Up 2018. Some of the highlights included: 29 Pop Up libraries, more than 1100 visitors, \$ 661.50 in donations collected, and positive feedback from the community. Beckie suggests continuing Pop Up libraries next summer, if budget and staffing allows. The Board is welcome to contact Beckie if they have any questions or comments. The Board congratulated and thanked Beckie for this successful program.
4. Approval of Minutes from:
 - Regular meeting of June 27, 2018 – **Moved by Murray, Seconded by Jane, carried**.
 - Special meeting of Aug 15, 2018 – **Moved by Jane, Seconded by Sandi, carried**.

5. Financial Report

- a) Balance sheet & Budget vs Actual – June 2018, July 2018, Aug 2018

Mellissa suggested moving right to the financial reports from Aug 2018 as they include June and July. There were no questions or comments regarding the Balance Sheet or the Budget vs Actual.

Moved by Peter, Seconded by Councillor Tadman - that the Board approve the financial reports of June 2018, July 2018 & Aug 2018, **carried**.

b) 2019 Draft Budget – Mellissa explained that she just received new staff benefits amounts from Linda Widdifield today so those numbers are not included in the draft. This draft budget includes an increase of 3% for the library and 3.7% from the Municipality. This covers the wages for a FT staff for all of 2019. Peter questioned whether this was a big enough increase considering that we are moving into a bigger space. Mellissa explained we have had a budget increase of 29% since 2014 and that while it is difficult to predict what the traffic will be in the new space, the extra FT staff will be in place, giving us 4 FT, 2 PT and 1 casual position. This means that there will be 3 staff to open/close on most days, plus a floater, plus Heather and Mellissa to provide service as needed. Mellissa also pointed out that she and Heather have met to discuss and work out a new work flow plan that includes efficiencies and assignments of staff locations. Mellissa thinks this increase is fair and reasonable and she is very comfortable with this staffing level. Sandi added that with a bigger space we will be doing more and Peter concluded that if Mellissa is comfortable than so is he. He would just like it pointed out that the future should be open to change as we wait and see what new needs our new space brings. Councillor Ostrander asked if the acquisitions budget was enough and Mellissa explained that while there may be some growth to the children's collection, the extra space does not provide space for growth to the adult physical collection. CEO stated that we heard clearly through the community consultation process that more seating and work areas were needed by the community and that was a major focus of the renovation. It's important to note that the Overdrive numbers continue to increase but it is not yet known if that is because of patrons utilizing e resources more as a result of the reduced size and scope of space and collection at the Boutique. Also, the database grant by the province has been cancelled. As a result some changes to databases purchased are being made in relation to patron usage. Mellissa recommended that the Board wait to approve the draft budget at the Oct meeting to allow for the inclusion of updated amounts for Municipality of Brighton Space and Services as well as Employee Benefits. The Board agreed to wait until the Oct 24 meeting.

One final note to the financial report; Mellissa reminded the Board that in order to get an RBC credit card, the Board had to invest in a GIC of \$2,000 a few years ago. That GIC has now been released. **Moved by Councillor Ostrander, Seconded by Sandi** – that the RBC GIC be cashed out and released in a draft made out to the Brighton Public Library Board, **carried**.

6. Renovation update – Mellissa reported that she met with Bob, Mayor Walas and the CAO on Sept 25. Mellissa and Bob emphasized that their focus is on opening ASAP and they need reliable timelines in order to do this. The CAO took note of their concerns and said that the dates they themselves receive are the ones that they give to the library so they are coming to us in good faith. Some of the concerns that Mellissa noted include: the water tank in one washroom is exposed and needs to be covered; power to the OPAC stations; the circ desk is not complete; the alarm system is not operational & there is no glass in the sliding door. Brian, our IT person, has started installation of the wireless routers. The furniture installation is incomplete as there are some pieces missing and deficiencies that have been recorded. Furniture installation is expected to be completed next week. Councillor Ostrander asked if there has been any reason given for the delays and the answer was no. Murray asked if there is any penalty to the contractors and the answer was no. Sandi asked about the door to the program room and how that will be locked for after-hours use. Mellissa replied that our current meeting room policy does not allow for non-library after hours use and that this policy is scheduled for review in Jan 2019. At this point there is no lock on the room partitions. Jane asked if the exterior door will be painted. Mellissa stated that she does not know if the Municipality plans to paint the exterior door. Bob asked Councillor Ostrander about street signage indicating where the library is located. Councillor Ostrander will look into this again.

Due to the delay in opening, the following motion was made:

Moved by Murray, Seconded by Erin – that the Board direct Mellissa to renegotiate the lease at 10 Alice St until Nov 15, 2018, carried.

7. CEO Report – Mellissa highlighted that she has been working towards encouraging Professional Development and that it has been a busy time for staff taking advantage of these opportunities. She also noted that she and Heather have started the 2 year APLL course and that it has been a challenge to manage due to the delays regarding renovation. Other highlights include an increase in circulation numbers in Brighton and heavy usage of the 3 computers at the Boutique.

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

8. Fundraising Committee

- a) Update on funds raised – \$114,000
- b) Next meeting – Murray reported that the committee has not met for 3 months but they will get underway again in early Oct. This time the focus will be on individual donations as we get close to our goal. They will look at fundraising events, including the library opening as this is a good time for potential donors to

see where their money is going. Mellissa reminded the Board that inserts were included in tax bills and she has asked about including them in the next water bill.

9. Policy Committee – Sandi reported that the policies up for review required little to no amendments.

Moved by Councillor Ostrander, Seconded by Erin– that the Board accept policies GOV-01, GOV-02, GOV-03, GOV-05, GOV-06, GOV-07, as presented **carried.**

10. In camera session – Ontario Public Libraries Act 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is (b) personal matters about an identifiable individual. **Moved by Councillor Ostrander, Seconded by Sandi,** to move meeting into In Camera Session at 7:45 pm, **carried.**

Moved by Councillor Ostrander, Seconded by Jane, to adjourn In Camera Session at 7:55 pm, **carried.**

11. Correspondence – Mellissa had Sandi read a note she received from a patron. This patron is very thankful for the library, library staff and volunteers as they have helped her and her husband through very difficult times. Staff made sure they had what they needed and she is very thankful for this.

12. Report from Council Representatives Mary Tadman and Brian Ostrander - None

13. Other business - None

Moved by Murray - to adjourn at 8.05 p.m.

The next scheduled Library Board Meeting is Oct 24, 2018 at 7pm in the library or at the discretion of the Chair.



Bob Burke
Board Chair



Mellissa D'Onofrio-Jones
CEO/Secretary/Treasurer