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

Present: Bob Burke (Chair), Mayor Mark Walas, Erin Alexander, Councillor Brian Ostrander, Peter Starbuck, Mary-Jo Solarik, Murray Workman, Sandi Zwaan, Peggy Malcolm (SOLS Consultant), Mellissa D'Onofrio-Jones (CEO), Diana Scott (Recording Secretary-Library Staff)

Regrets: Councillor Steven Baker

1. Call to order at 6:58pm by Bob. Bob recognizes Mayor Walas who is in attendance and who has requested to speak.
2. Approval of the agenda- **Moved by Murray, Seconded by Councillor Ostrander** - That the Board adopts agenda, **carried**.
3. Approval of Minutes from regular meeting of Feb. 24, 2016 – **Moved by Murray, Seconded by Peter**- That the Board accept the minutes from Feb. 24, 2016 as amended, **carried**.
4. Financial Report – see attached Financial Report. Mellissa would like direction from the Board regarding the format of the financial reports. The Trustees requested a "Year to Date" summary as opposed to a single month report. Murray asked why expenses in the report for Professional Development and Advertising and Promotions were higher than budgeted for. Mellissa explained the Advertising and Promotions expenses were higher than projected due to printing expenses for the Strategic Plan, the expense of the OLA Super Conference from January 2016 is what contributes to the higher than projected Professional Development expenses. Mellissa pointed out that

the first quarter payout was received from the Municipality and deposited in early March and will be reflected in the March financial report.

Moved by Peter, Seconded by Erin - To accept the Feb 2016 financial report, carried.

5. Board Governance and Committees – Peggy Malcolm, a SOLS Consultant presented the Trustees and Mayor with a “Library Board Roles and Responsibilities” package, and highlighted the document in detail.

Erin asked if it is acceptable for reports and draft policies to be sent via email. Peggy advised that drafts, research and background reading can occur prior to a Committee meeting but that any decision regarding recommendations must occur at a Committee Meeting. An individual is allowed to participate at meeting electronically via video call as long as the individual can be identified. They cannot participate via email.

Mayor Walas stated that on behalf of the Municipality, he is proud of the Brighton Public Library Board. He states that this Board is on top of every aspect of the library. He is looking forward to continuing the relationship with the Board during the expansion process.

Peter asked what accreditation does for a library. Peggy responded that while it does not give a library more money, it confirms that the library is operating with best practices. Sandi asked for direction in regards to a Policy Committee. Peggy responded that a Policy Committee can happen as a Committee of the Whole or as a Board Committee and recommends 3 people for a Policy Committee.

6. Strat Plan Communication Plan 2016-2020 Your Library! Your Imagination! Library Open House – Mary-Jo indicated that the Open House has too many components to be ready for the event to happen in April as last discussed. She recommends holding the event during Ontario Public Library Week, the week of October 16-22, 2016. She also asks that the event be a Board initiative and recommends an Ad Hoc committee be formed to start preparations for the Open House. Sandi and Bob have volunteered to be on the committee with Mary-Jo and Mellissa.

Murray will ask the “Friends of the Brighton Public Library” for volunteers.

7. Personnel

a) Policy Implementation PER-02: Mellissa is seeking for direction from the Trustees regarding implementing employee police records report.

Moved by Councillor Ostrander, Seconded by Sandi - That the Board pays for the cost of any initial criminal record check, and every employee is required to sign an affidavit yearly to state that nothing has changed in their status, carried.

b) Hiring Process FT Clerk – Mellissa has asked Bob as Board Chair to participate in the interviews for the Full Time Clerk. Bob has agreed.

8. Committees of the Board Reports:

a) Policy Development-Mellissa, Erin and Sandi

They have recommended that the Policy Development Committee and the Board Self Governing Mandate work together on Governance Policies pertaining to Succession Planning and Board Evaluation. Mellissa requested that only their draft policy that was discussed at the last Policy Committee Meeting be presented as discussed by the Committee.

Internet Services Draft Policy of OP-10 has been distributed to Trustees prior to the Board Meeting. Peter questioned if the Board wants to govern the accessibility to the Internet services that are provided by the library. Mellissa states that the policy draft outlines that Internet service is available for all to access, and patrons are responsible for the actions that they take while using the library's Internet services.

Sandi looked for clarification under Patron Responsibilities #4, to pornography, and it was confirmed that only child pornography is illegal. **Moved by Murray, Seconded by Peter - To accept the Policy Internet Services OP-10 as presented, carried.**

b) Board Self-Governing Mandate – Chair of this committee is Mary-Jo with Sandi as Secretary. A package including Board Orientation, Board Development, Board Self Evaluation and Succession Planning will be assembled by this Committee and be presented at the September Library Board Meeting. The Board Self Governing Mandate Committee will keep existing policies GOV-02 Board Orientation and GOV-03 Board Training in mind as they work on the package to ensure congruence between the documents. The Board Self Governing Mandate Committee has also drafted policies regarding Succession Planning and Board Self Evaluation and will work with the Policy Committee to provide those policy recommendations to the Board with the Board Self Governing Mandate Committee package. Their next meeting will be on April 12th at 10am.

c) CEO Evaluation – Policy draft were given to Trustees along with Terms of Reference and the CEO Job Description for consideration. Murray requested that the documents be received but asked to defer acceptance to the next regular meeting to give all Trustees an opportunity to review the documents.

9. Litter Pick Up Fundraiser – Erin asked the Board if they would participate in the community litter pick up program again this year. Erin stated they raised approximately \$500 dollars for the library last year. Discussion ensued regarding if the Board would like to participate again this year. Sandi volunteered to help with this initiative. The Teen

Advisory Group will be approached to see if there is interest by members to participate if they could retain a portion of the funds for their iPad fundraiser. Mellissa will confirm age requirement for participation. It was suggested that the Brighton Cadets might also be interested in helping. The Board confirmed that they would like to participate in this program again and will commit to doing the same number of kilometers as last year. Erin will ask that they are responsible to pick up litter on County Road 26. Teen Advisory Group will be asked if any members would like to participate at their next meeting on April 5.

10. Report from CEO – February At A Glance, see report attached. Trustees agree that they appreciate the “At A Glance” monthly reports.

11. Correspondence

a) A letter stating that a grant for \$500 from the Brighton Health Services Centre was to be given to the Brighton Public Library. \$1600 was initially requested for an adult art program, so Mellissa will kindly decline the grant offer since the full \$1600 was necessary for the program to run.

b) Mellissa received an email from Margaret Scott- CEO Port Hope Library. Ms. Scott asked if there was interest from the Board and Library Staff to participate in a round table that would include MPP Lou Rinaldi and other Trustees and Library Staff from libraries in the riding. The Board did not see a reason that they should not participate in this endeavor.

12. Accreditation – Bob – no report at this time.

13. Report from Council Representatives – Councillor Ostrander reported that the Municipal Budget was officially passed and the Library Budget was passed by Council untouched. He was pleased with the budget process this year. Bob will draft a thank you letter to be sent to Municipal Council to thank them for the budget approval.

14. Other Business-Mayor Walas commends the importance and significance of the work that is being done at the Brighton Library. Speaking in regards to the press release from the Health Unit and their closure of the Brighton office located at the Brighton Municipal building, Council will be receiving a report in the near future from staff with recommendations for the next steps for the Municipal building. He states that the library expansion is supported by the majority of Council Members, but Council will wait until the report has been made in order for the next steps to happen. Bob states that it is good that we are moving forward with expansion plans.

Mary-Jo asked where the audit stands. Mellissa answered that it is ongoing. Discussion of the annual report will be deferred.

Melissa provided an updated copy of GOV-04 Committees of the Board for Board Trustees to update their copies of policy binder.

Erin will attend the next SOLS Trustee Council meeting on April 30 with Bob.

Bob announced that the Probus Club President suggested that the Brighton Library was "the place" to come for genealogy and technology help.

Moved by Councillor Ostrander, Seconded by Peter - To adjourn at 9:13pm, carried.

Next scheduled Library Board Meeting set for May 4, 2016 at 7:00 pm in the library or at the discretion of the Chair.

A large, stylized handwritten signature in black ink, appearing to read "R. Burke".

Robert Burke
Chair

A handwritten signature in black ink, appearing to read "Mellissa D'Onofrio-Jones".

Mellissa D'Onofrio-Jones
CEO and Secretary