



35 Alice Street PO Box 129

Brighton, ON K0K1H0

613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for May 25, 2016 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Erin Alexander, Councillor Mary Tadman, Murray Workman, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Diana Scott (Recording Secretary-Library Staff), Mayor Mark Walas

Regrets: Councillor Brian Ostrander, Mary-Jo Solarik, Peter Starbuck, Erica Larmer

Note: Erica Larmer will be joining the Library Board as a Trustee.

1. Call to order at 7:00pm by Bob.
 2. Approval of the agenda- **Moved by Murray, Seconded by Sandi** - That the Board adopts agenda, **carried**.
 3. Litter Pick Up Update – Erin reports that the litter pick went very well in the rain. There were many volunteers at the event that helped the Trustees this year (Teen Advisory Group, Dima Ismail Agha, Flindall family). Payment from Northumberland County is expected to arrive soon.
 4. Submission for Public Library Service Awards 2016 – Mellissa
Information for these awards was sent out to Trustees. Mellissa suggested that the Tech Help program would be the best option to submit. The Trustees agreed that Mellissa should move forward with this submission for the awards.
 5. Approval of Minutes from regular meeting of May 4, 2016 as amended – **Moved by Murray, Seconded by Erin** - That the Board accept the minutes from May 4, 2016 as amended, **carried**.
- Murray asked for an update concerning a former letter of complaint. Mellissa and Bob have sent a letter of reply, which stated that her letter was included in correspondence on the May 4th Library Board Meeting and that the library would welcome her as an outside patron if she so chooses.
6. Financial Report –
 - a) see attached April Financial Report presented by Mellissa.

Mellissa reviewed her report, highlighting points of interest. Murray asked for clarification in regards to the layout of the budget. Mellissa explained that the set budget represents the portion of budget from January through April. No questions were asked in regards to the Vendor List. **Moved by Murray, Seconded by Erin – That the Board accepts the April 2016 financial report, carried.**

b) 2015 Bequest

Mellissa explained that there was a bequest received in 2015 but was allotted for 2016 projects. **Moved by Councillor Tadman, Seconded by Sandi - That the Board set aside the \$5000 bequest from 2015 into a reserve for 2016 projects, carried.**

c) Audit Update-The auditor would like the letter to be signed and sent back as soon as possible. Financial committee will review audit before signing. Mellissa suggested that since the full budget amount was received from the Municipality, that the Board open 3 Flex GICs at CIBC, each in the amount of \$50,000. **Moved by Murray, Seconded by Erin - That the Board open 3 Flex GICs at CIBC, each in the amount of \$50,000, carried.**

7. BPL Open House Work Plan – Mellissa presented the plan on behalf of Mary-Jo. Asked that Trustees review the work plan for accuracy. Invitations for speakers have been completed and they will be mailed out on June 1. Mary-Jo has requested that if we have confirmation on speakers that they are included on the posters and in the invitations that will be sent to the different service groups. Trustees feel that this may cause an issue in the case of any last minute cancellations. The Board decided not to name the speakers in posters or invitations.

8. Committees of the Board Reports:

a) Board Self-Governing Mandate – Sandi reports that the committee is moving right along, and will have a major portion finished by June 14. Murray reminds the Trustees to submit their individual, short profiles as soon as possible if they have not done so already.

b) CEO Evaluation – in progress.

c) Policy Committee

a. GOV-08 Duties and Responsibilities with Respect to Advocacy
Mellissa will amend the spelling error in the draft policy.

b. OP-07 Unattended Children – No questions/comments arose.

c. OP-17 Integrated Standard (AODA) –A correction in grammar was amended.

The Municipality of Brighton 2014 Accessibility plan was handed out to board members to include with OP-17.

Moved by Erin, Seconded by Councillor Tadman - That the Board approves Policies GOV-08, OP-07 and OP-17 as amended, carried.

9. Report from CEO. See attached report presented by Mellissa. Erin asked how much notice is usually given for presentations/author visits. Mellissa explains that the

library's practice is to advertise three weeks in advance by radio, posters and social media. Local author visits are more successful when the author has a following.

Mellissa points out that there was a 5% decrease in program attendance comparing April 2015 to April 2016. She explains that the programming attendance numbers will be more consistent now that 2016 programs are being compared to similar programs offered in 2015. A reminder that last year there were no teen programming or adult programming. There was a 7% increase in circulation at the Codrington branch in April and a 5% increase at the Brighton branch.

10. Correspondence - there was no incoming correspondence to present. Speaker letters are drafted and will be mailed out June 1, the Board response to the complaint letter has been sent out.

11. Accreditation – Bob explains it is a work in progress.

12. Report from Council Representatives – Mayor Walas reports, on behalf of council, that a Request For Proposal (RFP) has been issued for 35 Alice Street. The RFP closes on June 10. The working group, which includes the Library Board, will continue to meet with the architect and will have input on the building design.

Councillor Tadman has no further report.

13. Other business –

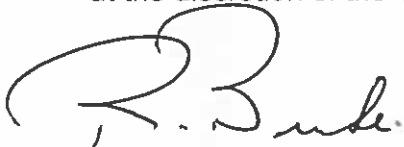
Bob reminds Trustees of the Codrington Community Association meeting on May 26 at 7:00pm and that the decision was made prior to rotate Trustees at these meetings. Erin will attend the June meeting. Bob will attend the May 26 meeting. Bob requests copies of the April "At a Glance" report so he can present them at the meeting.

Murray reminds Trustees to submit their profiles.

Sandi gives her regrets for next meeting in June.

Moved by Erin, Seconded by Sandi - To adjourn at 7:34pm, carried.

Next scheduled Library Board Meeting set for June 29, 2016 at 7:00 pm in the library or at the discretion of the Chair.



Robert Burke

Chair



Mellissa D'Onofrio-Jones

CEO and Secretary