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MINUTES for the regular meeting of the Brighton Public Library Board for September 28, 2016 at 7:00 p.m. held in the Brighton Public Library.

Present: Bob Burke (Chair), Erin Alexander, Murray Workman, Sandi Zwaan, Peter Starbuck, Erica Larmer (arrived at 7:39), Councillor Mary Tadman (left at 8:05), Mellissa D'Onofrio-Jones (CEO), Heather Ratz (Acting Library Assistant), Robert Janiga (Recording Secretary-Library Staff)

Regrets: Councillor Brian Ostrander,

1. Call to order at 7:01 p.m. by Bob.
2. Approval of the agenda—**Moved by Peter, Seconded by Murray** - That the Board adopts September 28, 2016 agenda, **carried**.
3. Approval of Minutes from regular meeting of June 29, 2016—**Moved by Murray, Seconded by Sandi**—That the Board accepts the Minutes from June 29, 2016, **carried**.
4. As Mary-Jo Solarik has resigned, the Board elected a new Vice Chair. **Moved by Bob, Seconded by Councillor Tadman**, To elect Murray Workman as Vice Chair of the Board, **carried**.
5. With the temporary vacancy of the CEO position created by Mellissa's maternity leave, **Moved by Bob, Seconded by Murray**, That Heather be appointed as Secretary-Treasurer effective October 15, 2016, **carried**.
6. Financial Report –
 - a – c. See attached financial reports for June through August 2016 presented by Mellissa. Murray asked questions regarding the balance of budget (Q.4271), lump sum payment (Q.4382) and that nothing was budgeted under expenses (Q.

5310). Peter had questions about the interest income noted in Q.4360. Mellissa stated she could respond to Murray's questions when she presents her CEO Report. Mellissa responded to Peter's question by stating that interest income noted in Q.4360 pertains to maturity of the GIC.

Moved by Peter, Seconded by Sandi –That the Board accepts the financial reports for June, July and August 2016, **carried**.

d. With Mellissa's pregnancy leave, signing authority will need to be granted by the Board for Heather—**Moved by Erin, Seconded by Peter**, That the Board grant Heather signing authority for the organization and all bank business with RBC or CIBC, **carried**. Discussion also took place regarding the need for an alternate Board member to have signing authority—**Moved by Peter, Seconded by Murray**, That the Board grant Murray with signing authority at CIBC and RBC, **carried**. With Sharon's retirement a motion was required to remove her from signing authority at CIBC —**Moved by Peter, Seconded by Erin**, That Sharon be removed from signing authority, **carried**.

e. Audit – Mellissa noted that the Board needed to make a decision on what to do with the surplus of \$54,716. Erin had a question about the difference between a *reserve* and a *restricted reserve*. Mellissa responded that a *reserve* can be used for operational purposes whereas a *restricted reserve* is earmarked for specific purposes (e.g. special project). Discussion took place about how to designate the surplus—**Moved by Peter, Seconded by Erin**, That the Board move the surplus into a restricted reserve with CIBC, **carried**.

7. Quilting raffle – Bob has access to several quilts that could be used for fundraising.
8. Brighton Public Library Open House – Bob has placed approximately 60 posters around town and asked that someone take the lead from now until October 22. Murray agreed to take on that task. Erin produced name tags for the event. Bob mentioned that there was \$45 left that could be used for Open House expenses.
9. Library Expansion – Bob noted that there has been good cooperation between the Board, the Municipality and the architect. The architect is currently developing a plan that would expand the library to the entire first floor of the building (including the vacant Health Unit space and the existing Municipal office). This would increase the library's space from approximately 3,500 sqft to approximately 7,000 sqft. The library and the municipality would share a

common entrance which would create a division of the library. Discussion took place about the logistics of having the library in two spaces. In particular, discussion occurred about staff safety, lines of sight and parents being separated from their children. Bob noted that the Municipality is aware that this design would necessitate an increase in staffing. While not ideal, the expanded space would be a valuable addition to the library.

10. CEO Report – Mellissa provided some key highlights

- a. Program attendance increased 46% in August 2016 compared to August 2015. At the Brighton branch, checkouts increased by 9% in August 2016 compared to August 2015. At the Codrington branch, checkouts increased by 25% in August 2016 compared to August 2015.

Mellissa mentioned that the Pop-Up library program embedded Brighton Public Library in the community in a unique way that created some “buzz” about library services. Mellissa and Heather will be reviewing the pop-up program closely for consideration in 2017.

- b. Mellissa mentioned that Sharon’s retirement has been announced on social media and suggested that given her many years of service that the Board do something to recognize her. Councillor Tadman suggested that the Board could do something jointly with the Municipality. A suggestion was raised that the Friends of Brighton Public Library could be involved too. In Camera Meeting Libraries Act Sect. 16.1 (4)d Labour relations or employee negotiations—In Camera Session started at 7:54 p.m. Open meeting resumed at 8:05. Councillor Tadman asked to be excused and left the meeting at 8:05pm.
- c. Mellissa mentioned that the Go Live date for the new ILS was September 29 and that staff were working in offline mode leading up to that date. There were no major issues to report at this time.
- d. SOLS Internet Connectivity Grant – This grant has been reduced by 50%. The library has received full grant funds for 2016, but no information has been provided on 2017 at this time.
- e. Ontario Library Capacity Fund – This fund provides \$3,900 and the funding is in processing. It was due in June, but has not been administered to date. It is currently being held in a status of “in processing”.

11. Committees of the Board Reports

a. Policy Committee – this committee revised/developed the following policies:

- i. OP-13 Safety, Security and Emergencies
- ii. OP-14 Prevention of Workplace Violence
- iii. OP-05 Information Services
- iv. OP-06 Services to Children and Young Adults
- v. OP-08 Programming

Discussion took place about the new evacuation procedures in policy OP-13. It was noted that it would be difficult for staff to account for people in the library at the time of an evacuation and that they should not be held ultimately accountable for providing a head count. Amendments to this portion of OP-13 were made. As per policy OP-14 a panic button for the Codrington branch has been ordered. **Moved by Murray, Seconded by Erica, That the Board adopt OP-13, OP-14, OP-05, OP-06, OP-08 as amended, carried.**

12. Correspondence – The Honourable Kim Rudd has declined the invitation to attend the Brighton Public Library Open House on October 22. Mellissa distributed a Declaration for Mayor Walas to announce Ontario Public Library Week (October 16 – 22). CEO enquired at this time if the Board would like to request a delegation to go along with the letter. It was decided to provide council with the letter but not to request a delegation. Mellissa also produced a press release for the Open House and circulated to Board Members.

13. Accreditation – Bob stated the library was on the right track as it has been working towards key items that are required to approach the Ontario Public Library Guidelines and Accreditation Council about initiating the accreditation process.

14. Reports from Council Representatives – No Councillors were present at the time this Agenda item was reached.

15. Other Business – Some discussion occurred about setting up some committees, but this will be deferred to the next Board meeting.

Moved by Murray, Seconded by Sandi, To adjourn at 8:36 p.m., carried.

Next scheduled Library Board Meeting set for October 26, 2016 at 7:00 p.m. in the library or at the discretion of the Chair.

Robert Burke

Chair



Peter Starbuck

Board Trustee

Heather Ratz

Acting CEO and Secretary

