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**MINUTES for the regular meeting of the Brighton Public Library Board for June 29, 2016 at 7:00pm held in the Brighton Public Library.**

Present: Bob Burke (Chair), Councillor Brian Ostrander, Erin Alexander, Murray Workman, Sandi Zwaan, Mary-Jo Solarik, Peter Starbuck, Erica Larmer, Mellissa D'Onofrio-Jones (CEO), Diana Scott (Recording Secretary-Library Staff)

Regrets: Councillor Mary Tadman

1. Call to order at 6:56pm by Bob. Welcomes Erica Larmer to the Library Board of Trustees.

2. Approval of the agenda- **Moved by Councillor Ostrander, Seconded by Murray** - That the Board adopts June 29, 2016 agenda, **carried.**

3. Approval of Minutes from regular meeting of May 25, 2016 – **Moved by Murray, Seconded by Mary-Jo** - That the Board accepts the minutes from May 25, 2016, **carried.**

4. In Camera Meeting Libraries Act Sect. 16.1 (4)d Labour relations or employee negotiations- In Camera Session started at 6:57pm. **Moved by Councillor Ostrander, Seconded by Murray Workman**, To move meeting into In Camera Session, **carried.**

**Moved by Councillor Ostrander, Seconded by Mary-Jo** - To adjourn In Camera Session at 8:16pm, **carried.**

**Moved by Erin, Seconded by Sandi** -

That the Board directs Chair Bob Burke and CEO Mellissa D'Onofrio-Jones to enact the recommendations discussed in closed regarding the appointment of Acting CEO for the duration of Mellissa's maternity leave, **carried.**

5. Financial Report –

a) see attached May Financial Report presented by Mellissa.

Erin asked for clarification on why Professional Development budget was over for May 2016. Mellissa explained that the Professional Development Fees have been expended

below the annual budget limit. They are over budget for May but are not over the annual budget allotment.

**Moved by Councillor Ostrander, Seconded by Murray – That the Board accepts the May 2016 financial report, carried.**

6. BPL Open House Poster and Invites – Board Trustees have received drafted poster and invites for the BPL Open House. Poster has been prepared by Willow Printing & Publishing Co. Discussion ensued regarding wording of the Poster and Invites and recommended edits were made. Mellissa will make the changes and send to Mary-Jo. Mellissa noted that the Invites and Poster had been sent to the “Friends of the Brighton Public Library” for their review and they had no recommended changes.

7. Use of Health Unit Space – Peter asked for the Board to consider moving ahead with plans for the expanded space in the Municipal Building, now that the Health Unit will have vacated the space on June 30, 2016. He suggests the space can be used temporarily for library meetings, children’s programming and storage space. Discussion from Board members ensued regarding budget, staffing etc. Board agreed that using the vacated space immediately would be an asset to the library. **Moved by Peter, Seconded by Murray – That the CEO approach Municipal staff to investigate the vacated municipal building space to be used for library operations, carried.**

8. Annual Report – Mary-Jo recommended that since the audit has been finalized, the Board produce a 2015 Brighton Public Library Annual Report that would be available online, at the Open House and at the library. Murray asked if the monthly “At A Glance” reports are available to the public. Mellissa explained that the minutes are available online and in the library, and monthly reports are available upon request. **Moved by Councillor Ostrander – That the Board produce a 2015 Annual Report, motion failed.**

9. Committees of the Board Reports:

a) CEO Evaluation - nothing to report

b) Policy Committee

- a) BL-03 Terms of Reference for Officers - Chair-person will remain chair for the interim of the term with Vice Chair as a yearly position.
- b) GOV-09 Delegation of Authority to the Library CEO - no changes.
- c) OP-02 Interlibrary Loan Policy - Recommendations were made to 1a) which Mellissa will change.
- d) OP-04 Circulation - Mellissa will change grammatical error on page 2, section 2 #3. Mellissa notes that there are significant changes to these circulation procedures that the trustees should be aware of.

Peter inquired in respect to purchasing, up to what dollar amount the CEO is allowed to make purchases without board approval. Board suggested that they will wait until the Purchasing Policy is reviewed to make any decisions with regards to purchasing.

**Moved by Erin, Seconded by Murray – That the Board accept Committees of the Board Reports and Policies as amended, carried.**

10. ILS System Changeover - Mellissa reported that a quote has been received from Sirsi Dynix for data migration and OLC for associate membership fee. There is a one time fee for Data Migration to the Sirsi Dynix platform and a one time Associate Membership implementation fee for OLC totalling \$17,821. With the annual amount to PEC of \$678 that total for the ILS system in 2016 would be \$18,499. Mellissa explained that she could handle \$12,162 from the existing technology budget but would need \$6,500 from reserves to implement the changeover this year. Mellissa stated that the other option would be to defer ILS system changeover to 2017 and budget for these costs in the annual 2017 budget. Bob suggested using funds from the Board reserve so that the ILS changeover can be implemented this year. **Moved by Councillor Ostrander, Seconded by Erin – That the Board transfers \$6,500 from the reserve fund for the ILS Data Migration fee to be paid in 2016, carried.**

11. Report from CEO. See attached "May At A Glance" report presented by Mellissa. She highlighted that the library has had a great response from community businesses for the Pop-Up Library. For example, the DBIA has offered their tent to the library at a low rental fee, CIBC has offered their grass space and Tin Roof/End of the Thread Warehouse has offered their space as well. Erin inquired whether the library is getting repeat customers with the Tech Help One-on-One. Mellissa acknowledged that many are repeat customers. **Moved by Councillor Ostrander, Seconded by Sandi – That the Board accept the Report from CEO, carried.**

12. Correspondence - none

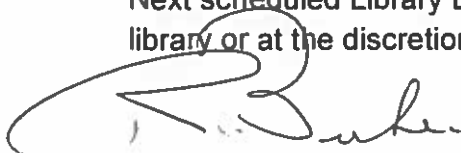
13. Accreditation – Bob will have a full report at the September 2016 meeting.

14. Report from Council Representatives – Councillor Ostrander has some concerns regarding council support for library expansion since 3 of the 7 council members did not support the library expansion into the vacant municipal building space in a recent municipal council vote.

13. Other business – The Board received \$388 for the Litter Pick-Up from Northumberland County.

**Moved by Sandi , Seconded by Erin - To adjourn at 8:52pm, carried.**

Next scheduled Library Board Meeting set for September 28, 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