



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 4, 2016 at 7:00pm held in the Brighton Public Library.

Present: Bob Burke (Chair), Erin Alexander, Councillor Mary Tadman, Peter Starbuck, Mary-Jo Solarik, Murray Workman, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Diana Scott (Recording Secretary-Library Staff), Leslie Simla (Friends of the Brighton Public Library representative-arrived at approx. 7:40pm), Councillor Brian Ostrander (arrived at 8:20pm)

Regrets: Councillor Brian Ostrander

1. Call to order at 7:01pm by Bob.
2. Approval of the agenda- **Moved by Murray, Seconded by Erin** - That the Board adopts agenda, **carried.**
3. Welcome and introduction of Council Representative Mary Tadman who has been appointed as the council representative to the Brighton Public Library Board.
4. Closed Meeting Libraries Act 16.4 b) Personal matters about an identifiable individual. The Board went into a closed meeting session at 7:02pm, and the closed meeting session adjourned at 7:10pm.
5. Approval of Minutes from regular meeting of March 23, 2016 – **Moved by Murray, Seconded by Peter** - That the Board accept the minutes from March 23, 2016 as amended, **carried.**
6. Financial Report – see attached March Financial Report presented by Mellissa. Mellissa has applied for the 2015 HST/GST rebate. Has been given direction from Canadian Revenue Agency to submit only in 6 month increments. She will re-apply as directed. The remaining budget from the municipality has been received but does not reflect in the March Financials. The advertising and promotions budget is over, because of the costs linked to the Strategic Plan. It was noted that one of the printers was replaced in March. Budget was under in Payroll/Staff Benefits since the full time position was budgeted for a full year, but has just now been filled in April.
Moved by Mary-Jo, Seconded by Peter - To accept the March 2016 financial report, **carried.**

7. Open House Work Plan – Mary-Jo presented the work plan for the Open House that is set for Saturday, October 22 from 9am to noon. This date ties in with Ontario Public Libraries week.

Leslie Simla offers the help of the Friends of the Brighton Public Library for the event. The theme will be the same as the Strategic Plan- “Your Library, Your Imagination”. The event will be open to the public with invites being sent to specific community groups, municipal representatives and government officials. Promotional information will be sent to various media outlets. Leslie will bring the task list to the “Friends” for volunteers. The trustees agreed that there can be a “Friends” membership registration along with promotional time/space available to them at the Open House event. Trustees discuss how to promote the event so that the community is aware (ie. posters for stores, Probus Club and Rotary Club, “Coming Events” in the newspaper).

Leslie brought up that the “Friends” had previously committed to paying for bookmarks for the library, and just asks that there is information regarding the “Friends” on the bookmarks. Bob would like to see the task list filled for the next meeting. Erin will look into having name tags for invited guests and trustees. Councillor Tadman has recommended she approach Angela Rinaldi for the name tags. Special guests will be asked to speak at the Open House. Invitations for politicians and government officials, requesting their presence will be sent out as soon as possible, other invitations will be sent in September.

8. Committees of the Board Reports:

a) Board Self-Governing Mandate – Mary-Jo states that the committee had a meeting on April 12. Each member of the committee has taken a segment of the package and will be working on them. They are hopeful that they will have the orientation portion of the package ready for June.

b) CEO Evaluation – Package had been given to trustees in March to review.

Moved by Mary-Jo, Seconded by Sandi - To accept the Policy, Terms of Reference CEO Job Description and CEO evaluation carried.

9. Report from CEO. See attached report presented by Mellissa. Noted that there was an increase in program attendance.

Mary-Jo noted that there was a good cross reference section in the report pertaining to the OLA Super Conference.

Mellissa notes there are now 10 books in the library’s successful “Lucky Day” program that was launched in April.

Mellissa received a call from MP Kim Rudd’s office regarding the Canada Summer Jobs application. MP Kim Rudd’s office requested that one staff and one board attend the announcement event on May 24th at 10:30am at the Best Western Cobourg.

Staff have been weeding at the Codrington branch. Items that are still relevant to the community, regardless of their circulation are being kept. Mellissa explained that weeded items are either donated to the “Friends” for their annual book sale or are placed on the shelves outside of the library for people take and leave a donation. Some items are discarded depending on their condition and age.

Mellissa reports that she is looking into an associate membership to OLC with Prince Edward County Library for a new Integrated Library System (ILS). She is waiting to hear back from OLC regarding item barcode requirements. Discussion ensued regarding contract drawbacks for another ILS, JASI that Mellissa had initially looked into.

10. Correspondence-A letter of complaint was given to both Mellissa and the trustees from a patron and past staff member of the Brighton Public Library. The letter was read to the trustees. Mellissa will respond to the patron, acknowledging that the letter has been received.

11. Accreditation-Erin and Bob attended the SOLS Trustee council meeting on April 30. Erin stated how interesting it was to hear the problems/issues that other library board's were facing and how they are addressing them. Bob felt that some boards are too much involved in the operation of the library, and not of the board itself. He also noted that only 3 of the 12 libraries present at the meeting are accredited. They also had a tour of the Belleville Library. Bob explained how the SOLS rep broke down the structure of OLA, SOLS and the different organizations relating to them.

OLA and SOLS rep clarified that the chairperson is elected for the term as per the Ontario Public Libraries Act. Discussion ensued regarding the time period of a term. The definition is that the chairperson is elected for the term, which is 4 years. Erin also noted that a trustee is required to seek permission from the board if they are absent for more than 3 meetings. Bob working on the accreditation. He does not think that the application for accreditation will be difficult.

12. Report from Council Representatives – Councillor Ostrander & Councillor Tadman. Councillor Tadman acknowledges the Library delegation at the previous municipal council meeting. She also presented an article from Municipal World which contains information on the role of the Public Library in assisting Syrian Refugees to settle into Canada. She spoke of the Syrian family in Brighton and their interest in volunteering in the community. She will approach them regarding the Northumberland Litter Pick Up event that the trustees will be participating in.

Erin asked that everyone participating at this event meet at Spring Valley Public School on May 14 at 9am. She advises that children need to be 12 and older to participate. Members of the Teen Advisory Group will be participating and will bring signed permission forms that were given to them.

Bob announced that a working group was formed which will focus on the expansion of the municipal building. The group consists of municipal staff, members of municipal council and library trustees. They are drafting an RFP for design build of the entire Municipal Building including the Brighton Public Library.

13. Other business - Mellissa has renewed their membership to the Ontario Library Board Association. **Moved by Sandi, Seconded by Councillor Ostrander - That the OLBA membership be renewed annually, carried.**

Bob requested that there is a continued trustee presence at special presentations at municipal council and other functions that pertain to the Library Board.

Moved by Murray, Seconded by Sandi- To adjourn at 8:29pm, carried.

Next scheduled Library Board Meeting set for May 25, 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