



35 Alice Street, P.O. Box 129
Brighton, ON K0K 1H0
613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for April 24, 2019 at 7:00 p.m. held in the library.

Present: Bob Burke (Chair), Sandi Zwaan (Vice-Chair), Murray Workman, Parise Herbert, Jane Baier, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Councillor Tadman, Councillor Rowley, Carol French, Shannon O'Leary

1. Call to order at 7:00 pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Jane**—that the Board adopt the agenda, **Carried.**
3. Welcome to new members – Carol French, Shannon O'Leary
4. Approval of minutes from regular meeting March 27, 2019 – **Moved by Councillor Rowley, Seconded by Bob, Carried.**
5. Financial Report - Heather
 - a) Balance Sheet as of March 31, 2019 and Budget vs Actual for March 2019- Heather noted that the budget is a draft, not yet passed. Murray asked for clarification of line 3050 of the Balance Sheet using the term "Net Reserve" and questioning why it is listed under Other Current Liabilities. Heather informed the board that the line and amount has been the same since 2017. Heather will investigate further.

Heather clarified that line 46430 – Miscellaneous Revenue amount was for room rental. Murray questioned what 5350- Outreach Programs – Other might be; an example of a family program was given. The underspending of Line 5650 – Technology Expense was questioned; Heather reminded the board that our IT person was spending less time working due to family matters but the budgeted amount would be necessary to cover his normal working hours going forward into next year's budget.

Moved by Jane, seconded by Sandi – that the Board approve the financial reports for March 2019, **Carried.**

b) SOLS budget –Bob noted that we don't know how the budget cuts will affect us going forward until the budget cuts are reviewed. He said he is not prepared to respond further, until further decisions are made by SOLS. He also questioned the idea of charging \$1.00/book to cover shipping of ILLO items since the courier service has been eliminated. It was noted by Sandi that there has been no response by OLA at this time regarding budget cuts to SOLS and they are our governing body. Heather feels it would contravene the Act that ensures free access.

It was agreed that we will continue to suggest that patrons can contact our MPP regarding concerns over the cuts. The board would not go forward with any petitions without legal advice.

Heather was asked to take part in a radio interview with other Northumberland Library CEO's regarding the budget cuts to SOLS. Heather was directed not to take part as it would only be appropriate to comment on what SOLS services were provided traditionally and that the courier service has been cut at this time.

6. CEO Report

Heather reviewed the report and made the following comments:

a) Summary – March 2019 Heather highlighted outreach with the Beacon and Laughter yoga that was being offered this week. She is encouraging use of our space with the youth in a productive way through and with the Beacon. She commented how she and Penny Simmons visited the Codrington Women's Institute for their ROSE program and they felt bringing the flower craft was well received. She also noted the 14.97% increase in circulation in Brighton from Feb - March 2019.

b) Strategic planning – The current plan is until 2020 so the Board needs to start think about this. A committee will be formed at the next meeting.

c) Applefest - Heather questioned whether we should be involved with Applefest this year. It was the general opinion of the board that there would not be enough attendance from local people. Bob noted that we do outreach with pop-ups all summer and felt that was sufficient.

d) Ozobots - Penny Kingyens gave a brief demonstration of the bots and commented on how they are being used in the library to promote engagement and education with children and families.

7. Grand Opening - The Opening has been scaled back and will no longer have a fundraising gala as part of the event. Councillor Tadman and Jane volunteered to plan with Heather for the event to be held June 8th at 10:30am. A plan is to be sent to the board by May 3rd; the committee will meet Tuesday at 2pm. A media release will invite the public and a list of personal invitees was created and will be finalized by the committee. This will include former CEO, Mellissa D'Onofrio-Jones along with local service clubs.

Children's Library dedication was discussed; Bob will get the plaque, Jim Millar will be contacted regarding the installation of the bench. Councillor Tadman will act as the representative of the Municipality regarding invitees, a possible tour of the building etc. Bob and Heather will look into the Donor Tree

The dedication of the Microfilm Reader in memory of Don Colby's daughter will not happen with the Opening but will be June 22 at 1pm. A media release will go out and Don will invite people himself.

8. Recognizing Youth in the Community

Councillor Rowley would like to have the two young women who will travel to New Brunswick with their science project bring their display to the library.

Councillor Tadman noted the "Caring for Our Wetlands" Lower Trent's contest winner as a way to recognize youth.

9. Correspondence – Heather received the following:

An invitation to take part in the Home & Garden trade show April 27. Parise and Councillor Tadman have agreed to attend.

10. Report from Council Representatives – Councillor Tadman & Councillor Rowley

Councillor Rowley commented that the budget should be approved at council's next meeting May 6th. Signage for the library (front entrance) should continue but it's unclear what that will look like at this time.

11. Other Business

Sandi offered that the Full Time Library Clerk position was offered to the one outside applicant that was interviewed. Two of our current staff also interviewed. The staff on contract is moving on to another library in May. The other staff would be a good candidate for another full time position as budgeted. It was confirmed that according to policy, the position must be posted outside again for a minimum of one week. Two CSJ positions will be posted shortly.

Moved by Murray to adjourn at 8:34pm

The next scheduled Library Board Meeting is May 22, 2019 at 7pm in the library or at the discretion of the Chair.



Bob Burke
Board Chair



Heather Ratz
CEO/Secretary/Treasurer