



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 March 6, 2019 at 7:00 pm held in the library.**

**PRESENT:** Bob Burke, Murray Workman, Councillor Emily Rowley, Councillor Mary Tadman (arrived at 7:05) Jane Baier, Sandi Zwaan, Parise Herbert (Fill in Recording Secretary) and Heather Ratz (CEO).

1. Call to order at 7:00 pm by Heather
2. Approval of agenda – **Moved by Murray, Seconded by Bob** – that the Board adopt the Agenda ,  
**Carried**
3. Election of officers
  - a) Election of Board Chair – Murray nominated Bob, Sandi backed up the nomination, Bob accepted the nomination and the remaining members approved the election of Bob as Chair
  - b) Election of Vice Chair – Bob nominated Sandi, Mary backed up the nomination, Sandi accepted the nomination and the remaining members approved the election of Sandi as Vice Chair
4. Board Orientation material – Heather advised that material had been provided to new members. Bob will meet with new members Emily and Parise for orientation.
5. Approval of Minutes from Regular meeting of November 28, 2018, Special meeting of December 11, 2018 and Hiring Committee meeting of December 12, 2018 – **Moved by Murray, seconded by Sandi, Carried**
6. Board Committees
  - a) CEO Evaluation – Bob and one member of Board to be chosen by him
  - b) Finance – Murray
  - c) Policy Development – Sandi and Mary
  - d) Board Self-Governing – Form to be filled out by Bob

## 7. Financial Report

- a) Balance Sheet Jan 2019 – Bob asked about line 25500 (GST/HST Payable) and Heather replied that she will investigate and provide an answer.  
Profit & Loss vs Actual Jan 2019– Heather commented on items 4160, 4250, 5250 (lock repair in Codrington and cleanup of snow in Brighton Drop Box,) 5620 (overage due to purchase of gift for Melissa) and 62800 (return of Union Gas security deposit for Boutique Library)

**Moved by Jane, seconded by Mary** – that the Board approve the financial reports for November 2018, December 2018 and January 2019, **Carried**

- b) Signatories – Heather needs a motion to change the signatories
- c) Change of Primary Officer for ROE (Record of Employment) – Heather needs a motion to change this

**Moved by Jane and seconded by Mary** – that Peter Starbuck and Mellissa D’Onofrio-Jones be removed as signatories and Sandi be added as a signatory and that Mellissa D’Onofrio-Jones be removed as the Primary Officer for ROE and Heather be added as the Primary Officer, **Carried**

## 8. CEO Report - Heather made the following comments on the report:

- a) Staff keeps stats on the use of the program room for programs we actively promote and the space is in great demand.
- b) Board members inquired as to what Ozobots are and concluded they would all like to try this out.
- c) Heather advised that the Learn to Knit program was dissolved for lack of interest.
- d) There was some discussion on the Brighton Monthly Comparison sheet about use of the library. It was noted that the January numbers were up.

A discussion took place regarding the front entrance still being under renovation and not currently being worked on. Patrons are noticing this and are becoming increasingly upset. Heather has received some negative feedback from patrons that had difficulties with accessing the library via the elevator and/or stairs. It was noted that this issue was becoming an accessibility hazard for the public.

It was noted that the automatic button to open the door leading from the lobby to the elevator/stairs was not working and should be repaired. As well, the outlet in the right- hand corner of the foyer does not work.

Bob inquired about the whereabouts of the display case, made by Earl Chatten, which used to be in the lobby.

There was a discussion of the use of the Codrington Library. It was decided that Heather should provide a copy of the Codrington Monthly Comparison to Liana Palmer so that she could remind everyone who attends the regular Tuesday morning breakfast that they should take advantage of having this library and make more use of it. Heather noted that she has been asked to speak at the Codrington Community Association meeting on March 26, 2019 and that the Board has been asked to attend future meetings. Bob will attend in April.

Heather noted that the program room is seeing an increase in use, especially on Tuesday, Wednesday and Friday. They are receiving a lot of inquiries for using the space. Bob inquired as to whether the users were paying for the space. Heather noted that non-profits do not pay, as per the meeting room policy. This policy is currently up for review.

9. Naming of Children's Library – It has been established that the Board members are in favour of doing this and the Council supports it as well. Bob suggested that a photograph of Bill Pettingill and a plaque with a short bio should be put on the wall in the Children's area.

**Moved by Murray, seconded by Emily – that the Children's Library be named after Bill Pettingill.  
Carried**

10. Fundraising – There was a brief discussion around whether the Board and Library should be involved in fundraising. It was decided that the fundraising should be left to Friends of the Library.

**Moved by Murray, seconded by Jane – that the Fundraising Committee of the Board be dissolved.  
Carried.**

Heather pointed out that the author event with Owen Laukkanen will take place on Thursday, March 14, 2019 at 2:00 pm and tickets are \$10.00. It was determined that a number of tickets had been sold. Jane and Sandi are looking after refreshments.

There will also be a chocolate talk event with Mrs. B on April 30, 2019 at 2:00 pm. Mugs with the library logo will be distributed to those who attend. This will no longer be a fundraising event and will be free to the public. Bob asked that Jane look at changing the date to May 1 or 2.

11. Correspondence – Heather handed out copies of a letter received from Southern Ontario Library Service (SOLS) to each of the Board members. This is a welcome letter to Board members with information about where to find sources on governance. Bob will attend a governance workshop on Saturday, April 13, 2019, in Belleville. Heather and Jane will attend one in Kingston on Sat April 27, 2019.

12. Report from Council Representatives – None

13. Other Business

- a) Sandi checked the registry for the "Friends of the Library" website and could not find the Friends of Brighton Library registration. There was a brief discussion of the relationship of the Friends of Brighton Library with the Library Board. Heather advised that she has been invited to attend the FOL meeting on March 15 to make a proposal for funds for an upcoming program. Friends have asked if it is possible to book the meeting room for their AGM in April. Heather is currently working out the possible dates.
- b) Bob showed a sample of the proposed metal "knowledge tree" for the Donor Wall. Small plaques bearing the names of each of the donors of more than \$500 would be attached to a maple leaf. All the members agreed that Bob should make inquiries of the cost.

- c) Councillor Rowley made note of the repairs needed for the automatic button and the outlet in the lobby.

**Moved by Murray** to adjourn at 8:40 pm.

**Next scheduled Library Board Meeting is March 27, 2019 at 7:00 pm in the library or at the discretion of the Chair.**



Bob Burke, Board Chair



Heather Ratz, CEO/Secretary/Treasurer