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MINUTES for the regular meeting of the Brighton Public Library Board for September 25, 2019 at 7:00 p.m. held in the library.

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

Regrets: Murray Workman

1. Call to order at 7:00 pm by Bob. Bob requested that those with comments or questions raise their hand and wait to be recognized by the chair before speaking.
2. Approval of agenda – **Moved by Parise, Seconded by Sandi** —that the Board adopt the agenda, **Carried**.
3. Approval of minutes from regular meeting June 26, 2019 – **Moved by Carol, Seconded by Sandi, Carried**.
4. Pop-Up Library – Report by Kim Reaman – Kim presented photos and statistics of this summer's pop-up library. She highlighted locations visited and details about each including the number of people who stopped by, activities that took place and any monetary donations. Overall, Canada Day had the most visitors and the most donations were received at Art on Main. A brief discussion was had about what changes might be made next year to make the effort more successful and the best use of resources, staff hours and summer student jobs.
5. Financial Report – Heather
 - a) Balance Sheet & Budget vs Actual:
 - June 2019
 - July 2019
 - August 2019

Heather suggested starting with August financials since it includes both June and July. Heather noted that line 4040 – Book Sale is on target with budgeted amount. Line 4280 - Canada Summer Jobs Grant has not yet been received but is expected in October or November. Line 5150- Communications is over \$322 so far due to extra ILLO costs. Line 5300 – Library Supplies and Services is also over due to ILLO supplies but will balance out by year end. Heather reminded the board that the audit was more expensive than expected so the professional services budget is over.

Professional Development will balance out by year end since all of the costs have already been incurred. Line 6600 – Payroll Expenses is under budget due to different (lower) wages/salaries than were budgeted for. This is a result of staffing changes. Line 1100 on the balance sheet reflects the 2 Flex GICs that will be cashed out in Oct and Nov and used in this fiscal year, as budgeted for. The other GIC is the one reserve that was purchased last Dec.

Moved by Jane, seconded by Sandi to approve the financials for June, July and August 2019; carried.

b) Approval of May 2019 financials – missed at June meeting

Moved by Mary, seconded by Emily to approve May 2019 financials; carried.

c) Audit – update on last report – Heather clarified questions raised from previous meeting regarding the assumed surplus. Heather confirmed that there was not a surplus; in fact there was a deficit of \$10,627 last year. The auditor advised to keep spending within the budget.

d) 2020 Draft Budget and letter – Budget #2 was created and reviewed due to the update on the significant increase in the Development Fund amount. Heather has been in communication with Linda from the Municipality regarding how this is to be spent. It is believed that Development Charges can only be spent on collections at this time. An increase of 1.5% for salaries was budgeted for 2020 along with increases to professional development, travel, communications and advertising. There are changes expected for beyond 2020 with Bill 108 being implemented. There is no further information on this at this time. Heather will update the budget as more information is received and recommends deferring the approval of the 2020 budget to the Oct meeting.

6. Donor plaque update – A donor tree was purchased from Cheer farm and brought to the meeting for all to view. Small heart - shaped magnetic leaves in gold, silver and bronze are being made to go on the tree. It will be displayed on the purple wall above the magazines.

7. CEO Report

- Summer 2019 – Heather reported that “our first summer in our new space was busy and successful!” She highlighted that Bella (Presqu’île Naturalist) came every week and it was a great success. Other events included the TD Summer Reading Club which saw a great increase in readers and involved a Plinko game to determine the reader’s questions that led them to a prize each time from the treasure chest. Two Canada Summer Job students assisted with Pop-Up and many other summer events. Brighton saw an increase of 18.67% from June to

Aug. and Codrington had an increase of 7.85% for the same. We received an anonymous donation of 10 ukuleles that are checked out like library material. Our collection also includes 2 Ontario Parks Passes that come with an explorer backpack. These were given to us through Ontario Parks and Friends of Presqu'île.

- ILLO – Aug 26th Penny K. and Heather met to discuss ILLO. Concerns of financials and workload were discussed. It is estimated that it would cost \$1700 for the year from the communications budget. With the SOLS estimated reimbursement, we would have \$900 of that reimbursed to us, but this is an estimate only. Actual reimbursement will not be known until the year end. It is believed that ILLO is a valuable service worth the added budgetary amount at this time. The staff has been asked to assist with filtering ILLO request so they are less time consuming to process. Also, it was decided to discontinue lending new items and keep them in house for our patrons, which limits some of the workload in shipping.

8. Strategic Planning Committee – update (Parise, Sandi, Heather) – There has been some good info collected with the SWOT analysis meetings attended by both staff and board members. The committee feel they can continue without the assistance of a facilitator. There were 170 surveys completed and the results will be considered. The Mission and Vision will be revisited. The next Strategic Planning Committee meeting will be held in Oct. The committee timeline includes the completion of the document by Jan 2020.

9. Policy Committee – the following changes were noted:

- a) OP-02 Resource Sharing – 2g) was removed; Next review date changed to annual rather than 3 years; 3c) was removed
- b) OP-05 Information Services – the order of 6 was changed
- c) OP-06 Services to Children and YA – OLA Position #3 wording to include “the full range”; #8 added (staff); Section 4 wording “overseen by the children’s librarian”; Section 7 2b) and c) minimal changes in wording
- d) OP-08 Programming – Minimal changes to wording

Moved by Councillor Rowley, Seconded by Councillor Tadman, that the Board approve OP-02, OP-05, OP-06, OP-08; Carried.

10. FOL – update – FOL will be having a book sale October 26th from 10-3. It is also their plan to hold raffles that will pay to book speakers/authors. They will charge a fee for admission and those fees will go to the library to the general operating account. We will not be taking part in the raffles.

11. Correspondence – A letter was received from Inclusive Accounting offering their audit services. It was declined as we use the firm that the Municipality uses. Quinte West CEO gave us kudos for our social media (fb)! We received an invitation to the Municipal staff BBQ October 4th from 11-2.

12. Report from Council Representatives – Councillor Rowley & Councillor Tadman – All are busy with preparations for Applefest. Councillor Rowley would like to coordinate with Kim regarding Pop-up Library space for next year during Concerts in the Park. Councillor Tadman reported that the Municipality is looking into security around the Municipal building.

13. Other Business – Security was discussed. The board requested that a report be brought forward to the Municipality and the Mayor regarding security measures including cameras, to manage concerns for safety of the public, property and staff. Bob had been to a Codrington meeting and was well received. It was suggested that board members could be designated to take turns attending these meetings. Councillor Rowley asked for flyers to make available at Applefest.

Moved by Bob to adjourn at 8:37 pm.

Next scheduled Library Board Meeting Oct. 30, 2019 at 7:00 pm in the Library or at the discretion of the Chair. ** This is changed from the scheduled meeting of Oct 23.**



Bob Burke
Board Chair



Heather Ratz
CEO/Secretary/Treasurer