



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 November 24, 2021 at 7:00 pm held in the library.

Present: Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert , Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Shirley Coveney, Carol French, Councillor Tadman, Johanne Seccareccia

Absent: none

1. Call to order at 7:00 pm by Bob.
2. Approval of agenda –

Moved by Murray, seconded by Parise that the Board adopt the agenda. Carried.

3. Approval of Minutes from:
 - a) Regular meeting of Oct 27, 2021
 - b) In-camera session March 24, 2021
 - c) In-camera session Oct 27, 2021

Moved by Rick, seconded by Councillor Rowley. Carried.

4. CEO Report
 - a) Oct 2021- Heather provided a brief overview of the Oct CEO Report. Among the highlights were Canadian Library Month, the Fire Chief's guest appearance at Story Time, Trunk and Treat in Codrington, a ZOOM event with Dan Buchanan and the launch of The Cognitive Care Kits. Circulation increased in Brighton by 3.8%, program attendance decreased by 45% due to the cap on Story Time indoors and Codrington's circulation decreased by 9.9%

- b) Holiday party – It was decided that a holiday get together for staff and Board members, at the library, would go forward. Coffee, tea and treats from Tim Hortons will be provided in the safest manner possible. Councillor Rowley will arrange these. Heather will send out the date.
- c) Codrington Hours – A concern was raised about the safety of staff working alone in Codrington on Friday evenings from 5-8pm. Previously, there was a club that would meet at the hall during that time, however, that club put meetings on hold due to Covid. A start-up date hasn't been decided yet. The Board members discussed the concerns and referred to Heather to manage this staffing matter how she sees fit following policies already in place.

Moved by Rick, seconded by Councillor Tadman that the Board accept the CEO Report as presented. Carried.

5. Policies for review and approval

- a) OP-04 Circulation
- b) OP-13 Safety, Security and Emergencies
- c) OP-14 Prevention of Workplace Violence
- d) OP-15 Prevention of Discrimination and Harassment
- e) PER-09 Covid-19 Workplace Vaccination Policy

Rick presented the policies that were forwarded to the Board in advance. He pointed out that the Operational Policies were amended slightly. The Circulation Policy now reflects the elimination of fines in January. PER-09 is a new policy that mirrors the one adopted by the Municipality. One difference is the Library will require testing 2x per week for those that are unvaccinated.

Moved by Rick, seconded by Councillor Tadman to accept the policies as presented. Carried.

6. Financials

- a) Profit/Loss Budget vs Actual Jan - Oct 2021 – Heather drew the Board's attention to line 4165 – Private Donations – other. The Library received an anonymous donation in the amount of \$10,000 which made a significant change in the budget line. Line 5100 – Admin Supplies is over budget due to the cost of items like cheques,

Line 5300 – Library Supplies and Services is over due in part because of the ongoing costs of PPE. Councillor Rowley asked if there were any grants the library could apply for to offset these costs. Heather was not aware of any that could be used retroactively to recoup costs. Line 5450 – Professional Fees is over budget due to the cost of the Pay Equity Review. Line 5620 – Staff/Volunteer Appreciation is under budget now but will be over because a retirement gift was purchased. Line 5650 – Technology Expense is over budget due to the purchase of 8 computers. These will be treated as capital assets come audit time. Line 66001 – Staff Benefits Expense is currently under budget but the 3rd Q invoice was just paid and the 4th Q invoice is still to come. Line 66003 – Total Salaries Expense is on track, but retro pay is being paid out this week so we may see an overage at year-end.

- b) Balance Sheet Oct 2021 – Heather highlighted the totals in Chequing/Savings and stated that the total for Current Year Books is on track with the budget.
- c) Turkey money – Heather requested that the Board follow suit with the holiday cash bonuses that were given last year.

Motion by Councillor Rowley, seconded by Parise that the bookkeeper issue a cheque to Heather for \$400 for distributing cash bonuses to staff. Carried.

- d) GICs maturing in Dec – The Board did not want to make any changes to the maturing GICs so they will be reinvested.

Motion by Councillor Tadman, seconded by Murray that Heather reinvest the two maturing GICs, with no changes. Carried.

- e) Surplus from 2020 – The Board was made aware of the surplus amount from 2020 that is in the operating account. It was decided there would be no motion to move these funds at this time.
- f) Direct Deposit for payroll – Heather communicated with the Municipality, CIBC, other libraries and the auditor regarding the option to have payroll done by a third party. Heather brought forward the information received from each. She presented figures for Deluxe

Payroll to perform payroll for the Library. She also presented cost figures for cheques, envelopes, bookkeeper time and CEO time to perform payroll. The Board discussed briefly and a motion was made.

Moved by Bob, seconded by Shirley that Heather move forward with Deluxe Payroll performing payroll for the Library. Carried.

Moved by Murray, seconded by Rick to accept the financials as presented. Carried.

7. Report from Council Representatives – Councillor Rowley & Councillor Tadman – The Council will have a budget meeting next week. Heather will present for the Library Board budget.
8. Correspondence – As Heather communicated by email. Brighton Public Library has won one of two W.K. Lamb Runner Up awards.
9. Other Business – As of December 6th, a new online catalogue that was purchased by the consortium will be live. Heather and Brian are busy preparing for this change.
10. Adjourn –

Moved by Rick, seconded by Councillor Tadman to adjourn at 8:23pm.

Next scheduled Library Board Meeting is scheduled for January 26th, 2022 at 7:00 pm in the Library or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer