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Minutes for the regular meeting of the Brighton Public Library Board for April 28, 2021 at 7:00 pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).

Present: Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Councillor Tadman, Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Jane Baier, Shirley Coveney

Regrets: Carol French

1. Call to order at 7 pm by Bob.

2. Approval of agenda –

Moved by Rick, Seconded by Parise that the Board adopt the agenda. Carried.

3. Approval of minutes from :

a) Regular meeting of March 24, 2021

Moved by Rick, Seconded by Jane. Carried.

4. CEO Report

a) March 2021- Heather highlighted that for the entire month of March we were open to the public and we held live story times at King Edward Park Community Centre. Besides our Saturday craft kits for children, an adult craft kit was available for 10 patrons and included a video tutorial. Other initiatives that Heather highlighted for March included Roz working on the little library for Applefest Lodge, Heather's promotional article about the Cognitive Readers, collaboration with a local artist to do a piece for the Children's area and the continuation of mental health posts to support our community.

In March, Sofia became a part time library clerk, we welcomed Shantal as an on-call clerk and Tricia was hired on as a full time library clerk.

Circulation statistics for the month show an overall increase of 33% with an increase in both adult and juvenile non-fiction. Factors that may have affected this is the in-person visits, as well as, the quality of those collections. Heather noted that 2 new columns were added to program attendance stats to reflect current platforms of virtual story time and craft kits.

- b) Recovery Plan Update – Heather outlined that we are still offering curbside service, printing service, Codrington is still closed and that the staff are continuing to stay safe and healthy.
- c) Strategic Plan – 1 year later – Heather reviewed the basics of our strategic plan that was released in May of 2020 during an online event. Of special note was the increase in collaboration with the Municipality of Brighton and changes to our virtual space. The strategic directions pertaining to our engagement with youth and our physical space will be addressed more as the pandemic situation improves and we begin more in-person services.
- d) Water Testing – Heather had a conversation with Bob Casselman and Preston Parkinson regarding the library becoming a pick-up and drop-off location for local resident water testing. The Library Board agreed that this will be a great way to service the community once the public can access the building again. The local health unit will provide a bar fridge and empty test kits.

Moved by Murray, Seconded by Rick that the Board accept the CEO Report as presented. Carried.

5. Financials

- a) Profit/Loss vs Budget and Balance Sheet for March 2021

Profit & Loss – This report is basically the same as that which was reviewed at last month’s meeting. There is still no more information on the Development Charges-Line 4255. Heather reminded members that we are under budget for line 66003 – Salaries Expense because new staff only began in March.

Balance Sheet – Although the audit is well under way, Line 1700- Current Year Books still reflects the roll over amount from 2020. There were no questions from members about this report.

- b) Pay Equity Review – update – Bob and Heather met with Bob Casselman via Zoom to advise how the Library Board plans to proceed with the review information including implementing the changes as of May 1st with retro going back to January 1st. This is in direct alignment with Municipal plans to move forward.

**Moved by Murray, Seconded by Councillor Tadman to accept the financials as presented.
Carried.**

6. Policies for review and approval
 - a) OP-19 Library and Political Elections
 - b) OP-20 Meeting Room
 - c) PER-05 Compensation
 - d) PER-06 Performance and Discipline

Rick presented the minutes of the Policy Committee Meeting that was held April 7th, noting that the addition of Jane to the committee. Minimal changes were made to the above policies.

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

7. Report from Council Representatives

Councillor Rowley noted that she and Heather have spoken about Canada Day and how the library can assist with any plans.

Heather asked if there was any pertinent information from the Strategic Plan reset and the answer was no.

8. Correspondence – None

9. Other Business – Heather had a conversation with Preston and Mike about the procedure for specialized cleaning (anything involving bodily fluids). Three professional services were identified for the library to call if there was an incident that met the criteria. The library staff will follow their recommendations until they arrive to clean and call the Municipality to alert them to the call. Heather asked if the Municipality will be billed directly for these services and Mike and Preston thought that yes that would be the case.

The library was successful in its application for a Canada Summer Jobs student and has been granted 1 position for 9 weeks at 30 hours per week. The anticipated start date is June 28. The successful applicant will be paid \$16.00 per hour with the grant covering \$10.69 of that hourly wage.

The Municipality of Brighton was successful in its application for an Ontario Trillium Fund Grant in the Resilient Communities category. The grant money covers the cost of a book sterilizer. It was ordered and has already arrived. Heather will meet with Penny and Kim to come up with a plan for immediate and future use. The Aurora Public Library has the same model and Heather has reached out to them for advice based on their experiences.

Councillor Rowley asked if we could extend the outreach that we do at Applefest, to Golden Pond. She will provide the contact details and Heather will explore the possibility.

10. Adjourn –

Moved by Councillor Rowley, seconded by Murray to adjourn at 7:55 pm.

Next scheduled Library Board Meeting is scheduled for May 26, 2021 at 7:00 pm via Zoom or at the discretion of the Board Chair.



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer