



**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 June 24, 2020 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), Sandi Zwaan, Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Councillor Tadman, Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Trina Connell (Auditor- BDO) and Lorraine Stratton (Book Keeper) both left the meeting at 7:40 pm following the auditor's review.

Regrets: Carol French, Jane Baier

1. Call to order at 7:02 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 May 27, 2020  
**Moved by Rick, Seconded by Sandi. Carried.**
4. Audit Review –BDO – Trina Connell reviewed the audit for the Board and gave the following answers to questions that Heather asked:
  - A non-profit should not continually accumulate surplus without a purpose
  - Reminder – amortization is a non-cash expense
  - There was an operating surplus of \$85,649 but the Board should consider carefully what to do with that surplus. It is not advisable to strip away everything and add it to reserves because we may need it this fiscal year.
  - There is no magic number for what we should have in reserves but a best practice for continuity may be 2-3 months of operating monies

**Moved by Rick, Seconded by Sandi to accept the audit as presented. Carried.**

5. CEO Report

- a) May 2020 – Heather highlighted the success of the Strategic Plan Launch with a boosted ad on Facebook that reached 3634 users as well as hard copies that have been included in curbside pick-up packages. Dementia-Friendly Library initiative is continuing with a positive newspaper article, positive feedback from the community and volunteers from the Happy Quilters who are willing to make and donate “fiddlies” to donate to patrons borrowing Cognitive Care Kits. Heather reviewed the status of our book drop, book finder service and curbside service. Brighton had an increase in monthly stats April to May due to curbside service that began May 27<sup>th</sup>. We have surpassed 1000 followers on Facebook, which is also where our online program numbers come from.
- b) Recovery Plan – Heather updated where the library is in recovery plan. We are currently in Chapter 2 and July 2<sup>nd</sup> we will be extending service hours to 4:00 Monday through Friday. Saturday will stay the same. The book drop will also be open 24/7 again at that time. July 6<sup>th</sup> Heather plans to start providing printing service for patrons using a dedicated email address that all staff can access. Patrons will pick up their items at curbside. The Recovery Group considered opening for computer access but at this time with no front door open, it would mean too much congestion at the side door. Heather feels supported by the Municipality and is waiting for more information to come from them as we continue with recovery of the library. Councillor Tadman suggested offering curbside print services for patrons that don't have computer access. Heather will consider how this might work.

**Moved by Sandi, seconded by Rick to accept the CEO Report. Carried.**

- c) Medical Clearance Form- Heather presented the sample that could be adopted for our use.

**Moved by Councillor Tadman, seconded by Councillor Rowley to approve the use of the Medical Clearance Form. Carried.**

6. Financials

- a) Profit/Loss vs Budget and Balance sheet – May 2020 -

Budget vs Actual - Heather noted that Line 5150- Communication would increase with ILLO starting up again. Line 5300 – Library Supplies and Services included the cost of PPE and ILLO. Line 5350- Outreach Programs will be used for virtual events at this time. Line 5650 – Technology Expense will continue to be under budget since IT is not in the branch as he was previously. Line 66001 – Staff Benefits Expense does not yet reflect an invoice that was received for \$6000.

Balance Sheet – Heather noted line 1100 – Bank Restricted Funds reflects the \$50000 GIC plus interest accrued. Line 1700 – Current Year Books is still continuing with 2019 amount for now until final adjustments are made for the audit. The amount for last year was just under \$62000.

**Moved by Councillor Rowley, Seconded by Mary, to accept the financial reports for May 2020. Carried.**

- b) Monthly Donation – A patron has come forward with a \$50/month donation using the library Canada Helps account that was set up for funding the renovation.
- c) Compensation Review – The Municipality CAO approached Heather about joining in with the compensation review. Heather sent copies of job descriptions and the pay grid as these ties in with the pay equity review that was budgeted for.
- d) CIBC debit card/credit card – RBC is no longer accepting 3<sup>rd</sup> party cheques to pay our credit card with them. Heather had to do a work around because at CIBC you need to have a debit card to pay the RBC credit card balance there. Heather proposed that the library obtain a debit card from CIBC and inquire about getting a credit card with them.

**Moved by Rick, seconded by Councillor Rowley that Heather obtain a CIBC debit card and inquire about getting a credit card. Carried.**

- 7. Report from Council Representatives – Councillor Rowley & Councillor Tadman- Heather asked if the Collective Agreement had been finalized but they were unsure
- 8. Schedule of meetings – There will be no Board meeting in July or August unless an emergency meeting needs to be called. Heather will send updates to the Board as needed.
- 9. Correspondence - NONE
- 10. Other Business – Rick expressed appreciation from his wife Laurie. Book chats are being considered with Laurie, as well as, Dan Buchanan with his new book. The Canada Day video produced by the Library and Digital Archives will be available July 1<sup>st</sup> at 11am on YouTube channel, Local Cogeco station and Facebook.

**Moved by Councillor Rowley, seconded by Sandi to adjourn at 8:20 pm.**

**Next scheduled Library Board Meeting is September 23rd, 2020 at 7:00 pm. Meetings will continue on the Zoom platform until the Board can meet in person again.**



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer