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Minutes for the regular meeting of the Brighton Public Library Board for May 27, 2020 at 7:00pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).

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

Regrets: Carol French

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 April 22, 2020

Moved by Councillor Rowley, Seconded by Sandi. Carried.

4. CEO Report

a) April 2020 – Heather highlighted several online initiatives that are already supporting our new Strategic Directions. Some of them include Online Story Time, Staff Professional Development and Young Adult community connections through social media. She also highlighted some of our most successful social media connections such as Saturday crafts, Mental Health Fridays and other simple personal videos and messages. Our Overdrive checkouts have increased by 23%, even more than the consortium numbers! We also had more engagement on our Facebook page than a neighbouring, larger library!

b) Recovery Plan – A copy was emailed ahead to the Board for their review. The Working Group (Nicknamed Freedom Fighters) which includes Bob, Heather and 4 staff, met several times over the last month to build the framework to restart work in the Brighton branch. This is a fluid plan that is constantly being reviewed and updated as new ideas and information are received. Safety is the #1 priority for both

staff and patrons. Trenton Glass came today to measure for a quote on installing Plexiglas shields for both sides of the main circulation desks.

- c) Curbside Service – A copy was emailed out with the Board package. There were no questions or comments from the Board. Heather noted that shortly after our plan was created, SOLS came out with their suggestions and the points were already included in our plan.

5. Policies for review and approval

- a) OP-20 Meeting Room – The following changes were made to the document;
 - * Date of Next Review was changed and added (or as needed) due to the state of flux with library services right now.
 - * #3 – the word staff was changed to CEO
 - * #5 – K) was added and includes the library operating hours
 - * Today's date was added to the booking form

Rick accepted an invitation to join the Policy Review Committee.

Moved by Rick, Seconded by Councillor Tadman, to accept the revised OP-20 Meeting Room policy, approved. Carried.

6. Financials

- a) Review of Feb, March, April 2020 – Heather presented financial January through April 2020 since the numbers for previous months are reflected there.

Profit & Loss Budget vs Actual – Heather commented that line 4165 Private Donations included \$500 donation from Trinity St. Andrews church. Lines 4270 and 4272 reflect the Public Library Operating Grant that is received late fall every year. At this point, we expect it to remain the same as last year. Line 4280, normally we receive \$1500 for Canada Summer Jobs Grant but there is no word about the program yet for this year. Line 5110 Advertising and Promotions, we have spent more as well as for line 5300 Library Supplies and Services due to \$340 that has already been spent on PPE. During this time of interruption, there has been savings that are reflected in lines 5150 Communication, 5350 Outreach Programs, 5420 Travel,

5460 Book Keeping Services and 5650 Technology Expense. Line 66001 Staff Benefits Expense, there is a savings because WSIB was quoted at a higher rate previously, as well as, a staff that is no longer receiving benefits/pension due to age. Heather noted that we are receiving a government wage subsidy due to COVID-19 for at least April and May. The Collective Agreement with the Municipality has not been finalized yet but when it is there will most likely be a wage increase to pay out retroactively for the year. This was budgeted for 2020.

Balance Sheet – Heather noted that an extra \$6000 was spent from line 1710 E Resources to make them available to patrons since we were forced to close. She also reminded the board that Total 1700 Current Year Books reflects 2019 still because the audit is not finished.

It was noted during discussion that there has been about \$700 in lost revenue due to fines not being collected during this time.

Moved by Jane, Seconded by Sandi, to accept the financial reports for Feb, Mar and Apr 2020, approved. Carried.

- b) Audit –The auditor contacted Heather this week. The audit will be ready for the board meeting in June. This is approximately the same time as last year.
- c) Budgetary savings to assist municipality – Heather received an email from the CFO noting that the Municipality has a substantial loss of revenue due to the current situation and asked if we might have any savings to offer under the circumstances. A document from Council titled 2020 Financial Risks Due to COVID-19 was emailed to the Board ahead of this meeting. There are a number of things for consideration concerning library expenses at this time such as our costs for PPE and Plexiglas installations. Heather responded that we will continue to consider cost savings. The Board is willing to work with the Municipality but not prepared to give any specific amount at this time. The Board directed Heather to relay this message to the CFO.

There was a discussion regarding payment for the Plexiglas material and installation and a motion was approved.

Moved by Councillor Rowley, Seconded by Jane, that Heather pay for the materials and installation of Plexiglas from the Library Supplies budget now and replace the funds from the GIC at the December maturity date, approved. Carried.

- 7. Report from Council Representatives – Councillor Rowley & Councillor Tadman- NONE

8. Correspondence – NONE
9. Other Business – Bob requested that Board members mute their microphone during Zoom meetings unless they are requesting to speak or are speaking. This will facilitate clearer communication for everyone.

Rick informed the members that his wife Laurie has a novel "Paper Stones" that is being published. He will forward a related link.

Moved by Councillor Rowley, seconded by Rick to adjourn at 8:22 pm.

Next scheduled Library Board Meeting is June 24, 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