



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 March 23, 2022 at 7:00 pm held in-person at 35 Alice.

Present: Councillor Rowley (Vice Chair), Parise Herbert (Minute taker) Heather Ratz (CEO, Treasurer, Secretary), Rick Hill, Murray Workman, Shirley Coveney, Johanne Seccareccia, Andrea Wheeldon (Staff)

Regrets: Bob Burke (Board Chair)

Absent: Councillor Tadman, Carol French

1. Call to order at 7:00 pm by Councillor Rowley, Vice Chair
2. Approval of agenda –
Moved by Murray, seconded by Rick that the Board adopt the agenda. Carried.
3. Approval of Minutes from:
 - a) Regular meeting of February 23, 2022
Moved by Murray, seconded by Rick. Carried.
4. Communications Plan – Overview (Andrea Wheeldon, Marketing Clerk)
Andrea made a Power Point presentation regarding the Library's communication channels. She focused on three methods: hardcopy, library-owned digital and social media. There was a brief overview of algorithms and how they affect content that our users see. Andrea ended with a list of goals to improve our communication with library users.

5. CEO Report

- a) Feb 2022 – Heather noted that the meeting room became available to the public and several groups are now using it.
- b) The Zoom presentation by Dan Buchanan was a great success with 80 persons joining in. Dan will be doing another event in October.
- c) It was noted that the virtual platform for preschool story time never did catch on. Fortunately, story time has returned to the meeting room and will hopefully return to the prior success we had. Penny reinstated the Story Walk using various local businesses to display the story in their windows.
- d) KN95 masks were received from the Canadian Red Cross, with the understanding that a portion be given to staff, patrons and other organizations.
- e) February was Black History month and the library had a feature display of books relating to that.
- f) Another highlight for February was receiving a Des Rodrigues painting for the Children's Area. The painting was created based on words suggested by Penny. A presentation was held and was attended by Bob Burke and Mayor Ostrander.
- g) February was a popular month for professional development. Five staff members participated in the 2022 virtual OLA conference. Each attendee wrote a brief summary of their experience.
- h) It was noted that circulation was down 11% in Brighton and 15% in Codrington. It is hoped that program numbers increase with in-person events starting up again.

Friends – Heather noted that the Friends group was inactive during the pandemic. She met with Stan McMullin regarding the future of the Brighton Friends of the Library. He indicated that the group is looking to dissolve. Rick asked if the Friends email list of supporters could be passed to the library for future use. Heather will ask Stan.

Moved by Rick, seconded by Shirley to accept the CEO Report as presented. Carried.

6. Policy updates

Rick gave a presentation about the review of the following policies.

- a) GOV-04 Committees of the Board – Delete specific list of committees and allow Board to appoint “such standing committees as it deems necessary to support its activities during the term”.
- b) OP-03 Confidentiality and Protection of Privacy – Replace references to “Child and Family Services Act. R.S.O. 1990. C..C11” (rescinded) with “Child, Youth and Family Services Act, 2017, S.O. 2017, c.14, Sched. 1”
 - 3. e) iv. Change “Child under sixteen” to child under 18” per new Act change “must report” to “has duty to report”.
- c) OP-10 Internet Services – Revise paragraph to reflect current Strategic Plan.
 - Section 1: add “5. BPL does not limit access to internet content, nor does it monitor users’ internet activity.”
 - Delete Section 2 (intent captured in Section 1’s new item 5) and re-number following sections.
 - Section 5, item 2: after “personal laptops”, add “or mobile devices”
- d) OP-13 Safety, Security and Emergencies (OHSA) – Related documents delete references re: facemasks, contact tracing
 - Delete Appendices A, B & C re: face masks, contact tracing.
- e) OP-20 Meeting Rooms – March 23, 2022
 - Policy Review Date: February 23, 2022 (delete 5.k) a. re: proof of vaccination
 - Policy Review Date: March 23, 2022
 - Delete 5.k) and related document items re: pandemic restrictions (revoked)
 - Update Appendix A – Request for Meeting Room Form re current hours
- f) PER-09 COVID-19 Workplace Vaccination - rescinded

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

7. Financials

a) Profit/Loss Budget vs Actual - Feb 2022 –

Heather noted how close we are to the allotted budget for several items such as non-resident fees and card replacement.

She pointed out that line 46400 “Other types of income” is where meeting room income is recorded.

Under line 5110, there are currently radio ads on Oldies 100.9 and we have collaborated with Cramahe PL to purchase a half page ad in the upcoming Brighton/Cramahe Visitors Guide.

Staff benefits (66001) are well below budget due to the first quarter invoice not yet received. Salaries expense (66003) is over budget by just under \$2300 so Heather will keep an eye on that. Overall, the payroll budget is under budget.

b) Balance Sheet Feb 2022 – nothing to report except a reminder that Current Year Books (1700) is a running total from 2021 and will be reset when the audit is complete.

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

8. Report from Council Representatives – Councillor Rowley reported that concerts in the Park would return this year and run from June to the end of August. Plans are under way for Canada Day celebrations and Heather will confirm if the Library will participate with a Pop Up booth.

Applefest will be revived, not in a bigger way, but a better way with more local participation.

At the council meeting on March 21, council approved the removal of masking for staff, contact tracing and the vaccination policy. The library remains in alignment with these decisions.

9. Correspondence – The library received a handwritten note from a library patron who uses the library regularly. She sent her sincere thanks for all the assistance that library staff had given her during the pandemic. She included a substantial monetary donation.

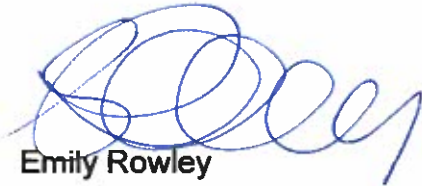
10. Other Business – Heather received a phone call from MP Phillip Lawrence’s office inquiring as to whether the library could be used for a nonpartisan information session for one day in May. She requested guidance from the Board about such a use of the library.

The consensus was that this would be fine as long as the meeting room policy was followed and that a fee be collected. Any advertising would be up to the MP’s office. As well, they should be sent a copy of OP-20 Meeting Room Policy.

11. Adjourn –

Moved by Shirley, seconded by Parise to adjourn at 8:15 pm

Next scheduled Library Board Meeting is May 25, 2022 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the Board Chair.



Emily Rowley

Vice Chair



Heather Ratz

CEO/Secretary/Treasurer

