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Minutes for the regular meeting of the Brighton Public Library Board for January 26, 2022 at 7:00 pm held via Zoom.

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, Councillor Tadman, Johanne Seccareccia

Guest: Marina Ross (Deputy Clerk) – left meeting at 7:20pm

Absent: Carol French

1. Call to order at 7:00 pm by Bob.

2. Approval of agenda –

Moved by Johanne, seconded by Rick that the Board adopt the agenda. Carried.

3. Approval of Minutes from:

a) Regular meeting of Nov 24, 2021

Moved by Rick, seconded by Murray. Carried.

4. Deputy Clerk, Marina Ross – proposal for possible partnership

Heather met with Marina last week to discuss some primary details of this proposal. Marina presented the idea of a possible partnership between Brighton Public Library and Brighton Digital Archives. Currently, BDA is a committee of council. A partnership would mean that the BDA would be a committee under BPL. The Library Board would review the committee's minutes and offer support. A collaboration such as this would offer more support for Brighton residents, as well as the BDA, especially concerning applying for grant funding and connecting with the community. Cross promotion through social media would benefit both organizations. The BDA has its own equipment and currently has space at Hilton Hall for

storage. Next steps involve a meeting between all concerned parties. Marina will arrange this. At this point, Heather and the Library Board are in favor of moving forward in order to gather more information.

Marina left the meeting at this point.

5. CEO Report

Heather began by congratulating Bob on receiving the James Bain Medallion Award, as Public Library Board Member of the Year. Well deserved!

- a) 2021: A Year in Review – Heather drew attention to highlights from her report, emphasizing the many attempts by staff to try new ways to serve our community during the pandemic. There was plenty of teamwork, rewards and awards! In reviewing the monthly stats over the year, it is clear how circulation increased once we reopened in July, although we did well during curbside, especially in March. Codrington's circulation numbers indicate that circulation was good after re-opening in July and being open during the market has increased checkouts.
- b) Pandemic Recovery – update – January brought restrictions and many libraries closed. Our Municipality and Library stayed open. There was a good amount of traffic, people sitting and using computers. Programs and meeting room usage stopped. Heather signed on with a rapid testing program through Canadian Red Cross. It is optional for staff. Recently, the testing was offered to Municipal staff as long as they followed the same procedures as library staff. Looking ahead, the meeting room will be available come Feb 7, for groups of 10 or less, with vaccinations and masks mandatory. The numbers increase to 25 as of February 21. Hopefully we will be able to resume Story Time in branch and we hope to have Sunny Days back for programming. OLS is waiting for an update to regulations and will send out details once received. There is a plan for an in person author visit and our Board meeting in March.
- c) Year 4 – Legacy and Transition Readiness – Heather used screen share to highlight the OLS website's Governance Hub that can assist Library Boards with a smooth transition for the next Board. Bob will be reaching out to members in the near future to ask for assistance with things such as reviewing bylaws, creating a legacy document and making sure the Board orientation package is up to date.

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

6. Financials

- a) Profit/Loss Budget vs Actual Jan – Nov/Dec 2021 – Heather suggested jumping right to the Dec reports as they include Nov.

The amount in Line 4271 should be reflected in Line 4272. The bookkeeper will correct this. Line 4271/4273 - Internet Connectivity/Postage reimbursement - have been received but haven't been entered into QuickBooks yet. The Income Line will change slightly once these amounts are entered. Line 5300 - Library Supplies and Services is over budget due to PPE costs and processing fees for our book materials. Line 5450 – Professional Fees overage is due to the cost of the Pay Equity Review, which was budgeted for in 2020 but not completed. Payroll expense is slightly under budget.

- b) Balance Sheet Nov/Dec 2021 – Heather highlighted Line 1050- General Operating as the bank balance and Line 1100 – Bank Restricted Funds as the GIC's that have just been renewed. Heather has requested the Quarter 1 payout from the Municipality.

Moved by Shirley, seconded by Councillor Rowley to accept the financials as presented. Carried.

7. Report from Council Representatives – Councillor Rowley & Councilor Tadman reported that they are very close to finishing the budget for the year.

8. Correspondence – none

9. Other Business – Congratulations to Bob for his recent award!

Councillor Rowley and Bob will bring the CEO evaluation to the Board at the February meeting.

10. Adjourn –

Moved by Shirley, seconded by Murray to adjourn at 7:49pm.

Next scheduled Library Board Meeting is scheduled for February 23, 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