



**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 24, 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 – joined at 8:11 pm)), Jane Baier, Shirley Coveney, Carol French, Marianne Love (Consultant – left at 8:10 pm)

**Regrets:** none

1. Call to order at 7 pm by Bob.
2. Approval of agenda –

**Moved by Councillor Tadman, Seconded by Jane that the Board adopt the agenda as amended. Carried.**

3. Approval of minutes from :
  - a) Regular meeting of February 24th, 2021

**Moved by Rick, Seconded by Jane. Carried.**

4. In Camera Session – Ontario Public Libraries Act 16.1 (4) a meeting or part of a meeting may be closed to the public if the subject matter being considered is (b) personal matters about an identifiable individual and d) labour relations or employee negotiations;

**Moved by Councillor Rowley, Seconded by Councillor Tadman to move meeting into in-camera at 7:02 pm.**

**Moved by Councillor Rowley, Seconded by Jane to adjourn in-camera session at 8:10 pm.**

The Board will proceed with recommendations made during the in-camera session.

5. CEO Report

- a) February 2021- Heather noted that Northumberland County moved to the Orange zone and the library reopened to the public on Feb 16, 2021. Highlights of programs and initiatives include the Tobey Book event with Dan Buchanan online and the I Read Canadian Day proclamation by Mayor Ostrander on February 17<sup>th</sup>. There was an online Book Chat with Ian Hamilton, Freedom to Read Week February 17-24 and Family Day. We introduced Cognitive Readers as part of our Dementia-Friendly Community Supporter initiative, DVD's are now lending for 2 weeks and Kim Reaman is now our permanent Assistant Librarian. Several staff attended the online OLA Super Conference February 2-6. Highlights from participants were included in the CEO Report.

Monthly statistics show that Overdrive usage decreased by 3% and overall usage by 1.3%. Codrington Stats were not included as it has remained closed. Program stats reflect online programming and craft kits handed out to families.

- b) Recovery Plan Update – February 16<sup>th</sup> we reverted to the orange zone and services continued as they had before Christmas. Penny gave an update for COD, announcing the reopening for April 6 and highlighting the clean up that has been done. Regular hours will resume as of April 6 and the library will be open 10-1 on Sundays, while the market is on.

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

6. Financials

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

Profit & Loss – Instead of February financials, January through March was reviewed as payroll for the month has already been done and this gives an updated view of the financials to date. It was noted that the amount of line 4255 – Municipality of Brighton Development Charges Fund that must be used for acquisitions, has not been received and it is not known when it will be received or how much it will be. It was clarified that line 66004 – Canada Summer Jobs Expense is not budgeted for because we don't know from year to year if we will be approved. Heather has applied for 1 student. Notification for this should come in April. Line 66000 – Payroll Expenses is under budget at this time because we have been understaffed between January and March. It was noted that this would help offset any pay equity expenses.

Balance Sheet – Line 1700 – Current Year Books is still reflecting 2020's amount due to the audit not being completed yet.

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

7. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Heather can expect an invitation to meet with the CAO and the health unit to discuss water testing kits and the library being a possible drop-off location. There is a motion in front of Council to discuss cleaning responsibilities within the Municipal Building and the Library space. Councillors should have something to report in April or May. Councillor Tadman said that the library should expect adjustments to the Development Charges allocated for the library.
8. Correspondence – none
9. Other Business – Parise inquired about the grant money for the book sanitizer. Heather responded that there was nothing to report at this time.
10. Adjourn -

**Moved by Councillor Rowley, seconded by Murray to adjourn at 8:44 pm.**

**Next scheduled Library Board Meeting is scheduled for April 28, 2021 at 7:00 pm via Zoom or at the discretion of the Board Chair.**



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

