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MINUTES for the regular meeting of the Brighton Public Library Board for May 22, 2019 at 7:00 p.m. held in the library.

Present: Bob Burke (Chair), Murray Workman, Parise Herbert, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Councillor Tadman, Councillor Rowley, Carol French, Shannon O'Leary

Regrets: Sandi Zwaan (Vice-Chair), Jane Baier

1. Call to order at 7:03 pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Councillor Tadman** —that the Board adopt the agenda, **Carried**.
3. Approval of minutes from the regular meeting of April 24, 2019 – **Moved by Murray, Seconded by Parise** - that the Board approve the minutes, **Carried**
4. Financial Report - Heather
 - a) Balance Sheet as of April, 2019 and Budget vs Actual for April 2019- Heather noted that the audit will be reflected in next month's financials and the numbers will look a little different, especially for budget lines 4250-Municipality of Brighton and 4255-Municipality BRI Dev. Charges Fund. She explained that line 5400-Professional Development is over budget but the first half of the year is very heavy on Professional Development opportunities and some events have been paid for in advance.

Moved by Councillor Rowley, seconded by Parise – that the Board approve the financial reports for April 2019, **Carried**.
 - b) SOLS budget – Heather commented that the Minister's letter had been forwarded regarding the SOLS budget and that there was an indication of more information forthcoming from SOLS once all the talks are finished. We are told that support for Overdrive will remain the same. OLS-N will be returning their ILLO as of June 1st. It was also noted that an article in Brighton Independent was not a favourable response to libraries' difficulties with the cut to ILLO by SOLS.
 - c) Audit – Heather reported that she has just received the draft statements from the Auditor and has briefly reviewed them. This preliminary review has not shown anything

out of the ordinary. The Auditor's statements will be reviewed further, Bob and Heather will sign off on them and Heather will present more information at the June meeting.

5. CEO Report

Heather reviewed the report and made the following comments:

a) Summary – April 2019 – The front entrance opening happened April 9th and we were closed for 2 extra days at Easter, combined with the increased numbers for March break, explains the reduction in visits from March to April.

Northumberland County's waste management presentation was well attended and the Friends of the Library AGM and author visit was successful. Overall, the meeting room saw 24 bookings, 7 from external groups.

Penny K attended First Aid & CPR training, while Bob, Jane and Heather attended governance workshops.

Information about our new staff Kim was shared. An invitation was given to sign up for the Top Shelf Newsletter that our Social Media guru Andrea publishes each month. It was also noted that our receipts now show the total dollar amount of items taken out, so patrons can see how much they've saved not having to purchase books!

b) Canada Summer Jobs- Two positions have been posted and Heather expects to do interviews next week. The jobs will start June 24th and run for 8 weeks. The summer will be split for each person working half the summer with Kim doing outreach and the other half working at the branch doing program and circulation duties.

c) Grand Opening – Invitations have been sent, posters are up and speakers are booked. Confirmed attendees include the current and previous mayors as well as MPP Piccini. Former CEO, Mellissa D'Onofrio-Jones will be unable to attend and there has been no response from Kim Rudd. Jim Millar will have the podium and bench here June 7th. Bob will ensure the plaque for the Children's Library dedication will be here (it was confirmed that the Municipality will provide the funding). Ava Scott will provide balloons animals and face painting, Terry Brooks will provide music. Hana and Hannah will display their award winning science project. Heather will announce the dedication of the Children's Library and Councillor Tadman will read the speech prepared by Dan Buchanan. Tours of the remainder of the building will not be done, as it was thought previously.

The order of events was discussed as follows; The introduction of the bench at the front of the building, opening remarks by the MP(if present), MPP, Mayor and former Mayor, move to the Children's Library for the dedication, followed by the meeting room area for cake and refreshments.

d) Vacation – Heather will be gone for an APLL course June 5-7 and on vacation June 11-18.

6. Strategic Plan – This item was tabled to allow Bob to speak with Sandi and Jane who were not in attendance. A committee will be formed at the June meeting.

7. Policy Committee

- a) GOV-08 Advocacy – grammar only was changed
- b) GOV-10 Evaluation of the CEO – “Related Documents” was altered to include the SOLS Competencies Index for Public Library Staff. The CEO Evaluation Structure, it was decided, would remain the same as last year’s one page document.
- c) OP-07 Unattended Children – wording was changed to reflect the new Ontario Child, Youth and Family Services Act (CYFSA). The policy remains effectively the same.

Moved by Councillor Rowley, Seconded by Murray - that the Board approve the changes to GOV-08, GOV-10 and OP-07, Carried.

8. Code of Conduct – Heather reported that she received an email from Mayor Ostrander regarding complaints that have been received, including an email from a member of the public regarding poor behaviour of local youth around the Municipal building. The Mayor responded to the community member and asked that Heather and the CAO Bob Casselman meet to discuss this and form a plan. Heather met with the CAO and they agreed that both parties will work on a Code of Conduct for their space. It was also agreed that we need to educate people about the code and enforce it. Heather will bring a draft to the June meeting, for Board approval. The board agreed that “No Food or Drink” is already written into policy and a notice should be posted right away and enforced. (water would be an exception). Heather asked for a motion to post this notice;

Moved by Councillor Rowley, Seconded by Murray – That Heather draft and post the following sign “No food or drink in the Library”, Carried.

9. Donor wall/plaque – Bob has had difficulty getting a response regarding the donor wall display. It was suggested that Bob investigate the donor tree at the Lower Trent office in Quinte as an option.

10. Correspondence – There were 4 donations totalling \$400.00 in memory of Mr. Bird. There were thank yous from 3 of 10 of the participants of the fibre art workshop. A staff member had taken the time to send an email recognizing a fellow staffer for their great work.

Melissa D. sent an email with her regrets in response to the invitation for the Open House. She commented how proud she is of the space, the project and the wonderful people she worked with!

Moved by Bob to adjourn at 8:15pm.

The next scheduled Library Board Meeting is June 26th, 2019 at 7pm in the library or at the discretion of the Chair.

A handwritten signature in black ink, appearing to read "Bob Burke". The signature is fluid and cursive, with a large initial "B" and "B".

**Bob Burke
Board Chair**

A handwritten signature in blue ink, appearing to read "Heather Ratz". The signature is cursive and somewhat stylized, with a large initial "H" and "R".

**Heather Ratz
CEO/Secretary/Treasurer**