



**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 February 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), Jane Baier, Shirley Coveney, Carol French

**Regrets:** none

1. Call to order at 6:57 pm by Bob.

2. Approval of agenda –

**Moved by Murray, Seconded by Rick that the Board adopt the agenda. Carried.**

3. Election of Vice Chair – 1-year term - Councillor Rowley's term has concluded. No other candidates were brought forward and Councillor Rowley agreed to stay on another year.

**Moved by Murray, Seconded by Jane to accept Councillor Rowley as the Vice Chair of the Brighton Public Library Board for another term. Carried.**

4. Approval of minutes from :

a) Regular meeting of January 27, 2021

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

5. CEO Report

a) January 2021- Once again, January was spent doing curbside service due to the lockdown. Programs and initiatives that were highlighted by Heather include; the virtual book chat with Laurie Ray Hill, which was well-attended, virtual story time, parks passes and craft kits. New digital resources in January include Creativebug for crafts and Flipster for magazines. Of special note for January was that Overdrive and park pass circulation stats increased, likely due to the lockdown. Heather explained that for Program Attendance stats, preschool story time was virtual, Saturday

programming was handing out craft kits and adult programming was the author chat. No Codrington stats were shared since it was closed. No Facebook stats were shared and the Board agreed that they were not necessary. The visual presentation of social media posts that was prepared seem to be more useful for the Board's review.

- b) Recovery Plan Update – Heather informed the Board that as of February 16<sup>th</sup>, the library re-opened at the same level it was open in December before the holidays. She expressed gratitude for the front lobby volunteers and noted that hopefully restrictions will continue to lift and we can introduce things such as more seating.
- c) Cleaning update – Heather reminded the Board about the cleaning recommendations from the Municipal COVID Committee and gave an update. On February 12<sup>th</sup>. Heather had a phone conversation with Mike Fraser (Manager of Operations) In terms of the specialized cleaning; there is uneasiness with municipal staff and no protocols in place for such cleaning so contracting that out would be the best option. Mike did speak with the health unit and the risk is minimal but this is still the best solution. Library staff, if comfortable, can use a hospital grade absorbent such as “Devour” and a drop sheet, while they wait for the specialized cleaners to arrive. The MOB would provide these. In terms of the library contracting out the daily cleaning, Mike stated that there is talk of this happening in 2022. Heather noted that a MOU is needed to clarify roles and responsibilities. Mike would investigate this. The Board discussed the matter and agreed that they are not interested in hiring a separate cleaner at this time and that more conversations need to happen. Heather will further investigate what other libraries that share municipal space are doing and follow up with Mike Fraser as to the Board's position at this time.
- d) Fine Free Future – Heather presented the idea of becoming permanently fine free as many other libraries have done recently. She informed the Board that fines represent a small percentage of our budgeted revenue (.72% for 2021), create barriers, inequality and embarrassment for patrons and are not proven to result in timely return of items. The Board agreed that they would like Heather to report further on the subject. Heather will investigate and prepare a report for the Board.

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

6. Financials

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

Profit & Loss – Heather noted line 4150 is zero due to fine free check-ins that continue. Most amounts are quite typical and on budget for January, also noting that line 5400 Professional Development reflects the yearly OLA Super Conference that happens in January. Line 66000 Payroll Expenses are under budget because we are understaffed now and the former Children’s Librarian was paid at a higher rate due to years of service and benefits were budgeted for and not paid.

Balance Sheet – Line 1050 General Operating – Heather noted that this amount is from Jan and the first quarter payout will be reflected in the Feb financials. The amount in general operating is \$161,000. Line 1700 Current Year Books includes the roll over from 2020 and will be updated when the audit is complete.

**Moved by Rick, Seconded by Jane to accept the financials as presented. Carried.**

7. Policies for Review and Approval

- a) OP-04 - Circulation
- b) OP-21 – Records Retention
- c) PER-07 – Staff Use of Technology

Rick forwarded updated policies and minutes of the Policy Committee that was held February 8. He presented the updated policies to the Board for their approval.

Jane will be joining the committee for future meetings.

**Moved by Rick, Seconded by Councillor Tadman to approve the updated policies as presented. Carried.**

8. Report from Council Representatives – The Pay Equity review is complete and Heather should be hearing from the consultant soon.

9. Correspondence – None

10. Other Business – None

**Moved by Councillor Tadman, seconded by Rick to adjourn at 7:48 pm**

**Next scheduled Library Board Meeting is scheduled for March 24, 2021 at 7:00 pm in the Library or at the discretion of the Board Chair.**



**Bob Burke**

**Board Chair**



**Heather Ratz**

**CEO/Secretary/Treasurer**