



35 Alice Street, P.O. Box 129

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613-475-2511

**Minutes for the regular meeting of the Brighton Public Library Board for October 27, 2021 at 7:00 pm held in the library.**

**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, Carol French

**Absent:** Councillor Tadman

1. Call to order at 7:00 pm by Bob.
2. Approval of agenda –

**Moved by Murray, seconded by Shirley that the Board adopt the agenda. Carried.**

3. Approval of minutes from:
  - a) Regular meeting of September 22, 2021

**Moved by Rick, seconded by Parise. Carried.**

4. CEO Report
  - a) September 2021- The report was forwarded for the Board to review in advance and Heather highlighted several important points. September 27 – October 1 was Truth and Reconciliation Week. Orange Shirt Day was September 30. Several initiatives such as displays, crafts and wearing orange shirts were undertaken to promote the movement. Chief Mowat of Alderville First Nation joined us for a meaningful story time. Children, parents and other guests enjoyed this event and we hope it is the beginning of a meaningful partnership.

We hosted a small but successful Home Based Learning event via Zoom.

We continue to assist patrons with printing their vaccine receipts.

Stats for circulation and program attendance were down from August to September, which is normal as people transition from summer holidays to back to school.

- b) Christmas Closure –Heather recommended that the library close at 1pm on Friday, December 24, 2021 and reopen on Monday, January 3<sup>rd</sup>, 2022. She noted that the book drop will remain open and will be emptied regularly.

**Moved by Councillor Rowley, seconded by Parise that the Board accept the proposed Christmas closure hours. Carried.**

- c) Operational Hours – Heather discussed moving back to normal operational hours with a few tweaks. Based on pre-pandemic use and staff feedback, she asked the Board to consider updating the hours. Saturdays between 4 and 6 were very slow and having extra evening hours would serve the public better. Heather proposed that the new hours be Monday, Wednesday, and Friday from 10-6, Tuesday and Thursday from 10-8 and Saturday from 10-4. Closed on Sundays.

**Moved by Murray, seconded by Parise that the Board accept the proposed new hours to begin on December 6<sup>th</sup>, 2021 Carried.**

**Moved by Rick, seconded by Emily that the Board accept the CEO Report as presented. Carried.**

#### 5. Policies for review and approval

- a) OP-20 Meeting Room – The policy was updated to reflect the requirements made by the Ontario government regarding Rules for Areas at Step 3 and at the Roadmap Exit Step. Related documents from the HKPRD Health Unit were consulted as well. These document links were added under Related Documents. Rick will update with the change in the operational hours to start December 6<sup>th</sup>.

**Moved by Rick, seconded by Councillor Rowley to accept the policies as presented with the updated hours included. Carried.**

b) Staff vaccination – discussion moved to In-Camera Session

6. 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 Parise that the meeting move into in-camera at 7:18 pm. Carried.**

**Moved by Shirley, seconded by Councillor Rowley that the in-camera session adjourn at 8pm. Carried.**

**The Board will continue to investigate the staff vaccination policy.**

**The Board will proceed with the in-camera recommendation regarding wages and a personnel matter.**

## 7. Financials

- a) Profit/Loss Budget vs Actual Jan - Sept 2021- Heather noted that line 4255 – Municipality Development Charges Fund has been revised. Heather requested \$9507 of it from the Municipality, based on current acquisition needs. The other \$20,000 stays in this fund and is reserved for the library. Councillor Rowley asked if the funds are put into a pot or kept specifically for the library. Heather will confirm. Line 4270- Province of Ontario and 42752 – PE Ontario have both been received in full. These amounts will be reflected in the October financials. Heather noted that Line 66001 – Staff Benefits Expense is under budget but there are still amounts to be paid for the year. Total Line 66000 - Payroll Expenses is under budget slightly.
- b) Balance Sheet Sept 2021- Heather noted that Line Total 1700 – Current Year Books is on track. There was no further discussion.
- c) Tangible Capital Asset Policy – Heather reminded the Board that for the past few years, the auditor has recommended that the library

lower its threshold for tangible capital assets. BDO came back with a quote of \$10,000 to create a new policy. Heather sought background information from the municipality and advice from OLS.

The municipal director of finance explained that the Municipal TCA policy was created in 2009 when they became mandatory. The Municipal boards fell under this umbrella. There is no reason why we the library cannot create their own.

OLS recommended keeping the policy and changing the threshold amount. More research is needed so it was decided that Heather would wait until next year to revisit this process.

- d) Budget 2022 – Heather forwarded the Board a draft cover letter and budget draft #2. This draft includes new information received on Sept 23. The amount requested from the Municipality has been reduced from a 1.9% increase to a 1.7% increase. It was suggested that Heather include a note to that effect in the enclosed letter.

**Moved by Rick, seconded by Parise that the Board accept budget draft #2 and the cover letter (with amendment). Carried.**

- e) GICs maturing in Dec – deferred to November's meeting
- f) Surplus from 2020 – deferred to November's meeting

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

8. Report from Council Representatives- Councillor Rowley reported that Brighton's budget meetings are happening November 4, 22 and 29<sup>th</sup>. She will ask about Heather presenting the Library Budget to the council. Trunk and Treat Halloween event is happening in Codrington on October 30<sup>th</sup> from 4-6pm. Heather will be taking part this year! November 19<sup>th</sup> Brighton will be hosting a static Christmas Parade at 6pm in the Industrial Park. Councillor Rowley will ask about November 11<sup>th</sup> and Christmas office hours for the Municipality.

9. Correspondence – Former Northumberland School Inspector A.A. Martin's daughter, Louise Snider donated a large scrapbook with historic photos and information. Heather has brought it to the attention of the Brighton Digital Archives and local historian, Dan Buchanan. The book will be for reference only and it is still to be determined if it will sit on the public shelves or be held at the circulation desk.

10. Other Business – The last day for Board member applications is October 28<sup>th</sup>. Bob reported that he believes there are 3 applicants and will speak with Candice about the requirements to serve in this capacity so that the best candidate can be chosen. A new Board Member candidate should be in place for the November Board Meeting.

Heather noted that the Library is hosting a Remembrance Day zoom event November 11<sup>th</sup>, a discussion with Retired Sgt Clarke.

11. Adjourn –

**Moved by Murray, seconded by Parise to adjourn at 8:33 pm.**

**Next scheduled Library Board Meeting is scheduled for November 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

