



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 November 27, 2024 at 7:00 pm held in-person at 35 Alice Street

Present: Rick Hill (Chair), Beth Bruder (Vice Chair), Heather Ratz (CEO, Treasurer, Secretary), Councillor Emily Rowley, Councillor Bobbi Wright, Parise Herbert, Don Leeson, Catriona (Tina) May, Andrea Mensen, Penny Kingyens (Children's Librarian, Recording Secretary)

Absent: none

1. Call to order at 7:00 pm by Rick.
2. Approval of minutes of October 23, 2024 & agenda for this meeting

Moved by Councillor Rowley, seconded by Tina that the Board approve the minutes of October 23, 2024 and the agenda for this meeting, as amended. Carried.

3. Board Membership – Shirley Coveney has resigned from the Board, effective November 26th, 2024. Heather will send a card of thanks for her service. The Municipality will advertise the vacant position and fill it according to policy.
4. Financial Report – Heather
 - a) Balance sheet to October 31, 2024 – Heather presented an updated Balance Sheet as of November 25th, 2024.
 - Line 1050 – General Operating – Heather reported this amount is close to the amount at the same time last year, which is a good sign
 - Line 1700 – Current Year Books – This has been updated to include only the amount spent this year. Currently the total is about \$45,000. This amount gets added to the non fixed assets that make up the acquisitions. We are currently about \$3000 under our \$70,000 budget

b) Profit Loss Budget vs Actual – to October 31, 2024 – Heather presented an updated Profit & Loss Budget vs. Actual as of November 25th, 2024.

- Line 4165 – Private Donations – Heather noted that we received an estate donation of \$5000 and now we have exceeded our budget amount
- Line 4255 – Municipality Dev Charges were received as expected
- Lines 4270 – Province of Ontario (4270) and PE Ontario (4272) aka the “PLOG” will hopefully be deposited in December, in the amount of approx. \$30,000
- Line 5100 – Admin Supplies is almost exactly on budget
- Line 5110 – Advertising and Promotions – There is currently approx. \$150 remaining in the budget that will likely be used before the year end
- Line 5150 – Communication – We are saving on shipping costs with the Canada Post strike
- Line 5350 – Outreach Programs – There is approximately \$250 remaining, some of which will be used up for holiday programs
- Line 5400 – Professional Development – There is approximately \$280 remaining. Heather has asked one of the staff to take a course that will reduce this amount
- Line 5450 – Professional Fees – There is still no invoice from the auditor for the 2023 audit
- Line 5650 – Technology Expense – Heather hopes the website upgrade (Willow) will be completed by year end and that invoice will use much of this remaining budget
- Line 66003 – Salaries Expense is currently over budget due to the retro payments in July and Heather expects that it will remain that way at year end
- Line 66001 – Staff Benefits Expense is under budget but the 4th Q benefits invoice has not yet been paid

- c) Turkey money – Every year full time staff receive \$50 and part time staff receive \$25. The total cost is \$375.

Moved by Parise, seconded by Don that the bookkeeper issues a cheque to Heather in the amount of \$375 to be distributed to each employee for annual staff appreciation, also known as “turkey money”. Carried.

- d) Repair quote – There are two flip tables with broken casters. Municipal staff are unable to fix it without parts from Palmieri, where the tables were purchased in 2018. The company no longer makes the same model but Heather has inquired and they can send parts from their floor model table that would provide the parts necessary for the repairs. Heather shared the quote provided by Palmieri, which totals \$491.55 for parts and delivery. The Board agreed this is considered discretionary spending and Heather may proceed without a motion.
- e) Renewing GIC's – 2 variable rate GIC's are reaching their maturity dates in December and January. Heather asked if the Board would like her to reinvest the amounts plus any interest.

Moved by Tina, seconded by Parise that Heather reinvest the 2 redeemable GICs, including the interest, by the maturity dates. Carried.

5. CEO Report

- a) October 2024 – Heather reviewed her report, highlighting the following Programs and Initiatives:
- CIBC Run for the Cure –Team “Penny4YourThoughts” was created in order to support our friend and colleague and we partnered with local realtors to raise funds. In addition, Heather went to council, presented a flag and asked October be proclaimed Breast Cancer Awareness Month in Brighton. The flag was raised the next day!
 - Spanish Circle – Sofia created this program to help those in our community practice conversations in Spanish
 - Trunk and Treat – Heather participated in this event in Codrington, handing out treats on behalf of the library

- Around Town with Dan Buchanan – Dan led a virtual historical tour down Prince Edward Street, which was well attended
- How to Talk to Kids about Periods – Penny organized two educational presentations by Period Purse in an effort to minimize stigma around the subject and inform about periods and period poverty
- Code Club – Andrea and Penny led another 6-week session with kids which included the use of the new Ozobots
- Pottery in the Library – Melanie Horner from Firing Time joined us to provide one last workshop before retiring.

On the topic of Professional Development, Heather gave a brief summary of the virtual OLS conference and the keynote speaker's talk on AI and the future of libraries. She informed the Board that Kim continues her work with the new ILL platform that launched November 12 and will continue to assist with staff training. Heather noted that it was Canadian Library Month and shared an infographic created by Andrea to show the results of a patron survey asking what people love about their library.

Circulation stats for the month of October included a 6% increase in Brighton and a 22% increase in Codrington over the same month in 2023. Program attendance increased by 46% due primarily to outreach with students at ENSS.

- b) Canada Summer Jobs – Applications are due early in December this year. Heather spoke with the Mayor about the lack of success in securing grant money in the last several years. He suggested that libraries in Northumberland meet with the local MP to discuss their efforts. Heather and other CEO's will meet with MP Lawrence Friday afternoon to discuss priorities in Northumberland County and how they can address these in their applications for CSJs in order to be more successful.
6. Strategic Planning Committee – Draft Plan presentation – Heather/Rick – Heather shared the draft plan with the Board and explained how the plan connects to input from the patron survey and SWAT session. A copy of the one page plan, that will be printed in-house, was given to each member. Staff will receive the plan November 28th and Heather will plan a delegation to present the plan to council in January. She will also plan an open house to

introduce the Strategic Plan to the public. The event will take place for a couple hours, one weekday morning or afternoon, in January. Bobbi suggested that a short interview style "mini presentation" video could be created and available on the website and social media for those that cannot attend the open house. Beth and Parise agreed to help Heather with this event.

Moved by Beth, seconded by Andrea that the Strategic Plan be accepted as presented. Carried.

7. Policy Updates - Rick

- a) OP-13 Safety, Security & Emergencies
- b) OP-15 Prevention of Discrimination & Harassment
- c) OP-22 Operational Continuity Plan

Rick reviewed the changes to the policies as outlined in the Policy Committee Meeting Minutes. There were small changes to OP-13 to update contact numbers and delete references to walking the building. There were no changes to OP-15. Changes to OP-22 include making email the principal means of communication and updating contact information in Appendix A.

Moved by Tina, seconded by Parise to accept the policy changes as presented. Carried.

8. Board Assembly meeting Nov 12 – Tina summarized her meeting for the Board. At the meeting, they spoke at length about the importance of policies, keeping them current and keeping them separate from procedures, as procedures may need to change due to the day-to-day needs of the library. This structure allows Boards to focus on policies and permits CEOs to address the daily business of procedures as necessary. They spoke about the importance of statistical reporting to the Ministry. Accreditation was brought up at the meeting and discussed. Brighton Public Library has not pursued accreditation at this point. A previous Board voted against it. The VOLT toolkit was talked about with regards to its use in helping demonstrate a library's value to municipalities and stake holders. One library reported using it to communicate with its Municipality. Bracebridge Public Library did a presentation on their new library and explained the long process of planning and then implementation of those plans. They reportedly are please with the results!

9. BDA Committee Update - Beth

- a) Reserve funds – motion required – Beth reported that the website is close to completion. The invoice is expected to be approximately \$3400. There is more than adequate funds in the reserves to cover the cost. She requested that funds be moved to pay for the completion of the BDA website and Mailchimp upgrade.

Motioned by Don, seconded by Parise that BDA reserve funds will be used to pay for the BDA website and Mailchimp upgrade. Heather will have the bookkeeper make the BDA reserve fund transaction in the amount of the invoice, up to a maximum of \$3400, when it is received. Carried.

- b) Calendar donations – motion required – Beth requested that donations for the 2024 BDA calendars be placed in the reserve fund at year end.

Motioned by Councillor Wright, seconded by Andrea that any 2024 BDA calendar donations be placed in the BDA reserves at year end. Carried.

- c) Luncheon – The BDA has kindly agreed to donate \$200 towards the Dec 18 luncheon

Motioned by Andrea, seconded by Councillor Wright that the bookkeeper issue a cheque to Heather, in the amount of \$200, to be expensed from the BDA budget line 60600 and used towards the luncheon expenses. Carried.

10. Correspondence – Heather received a letter and cheque for \$5000 from an estate.

11. Report from Council Reps – Councillor Rowley & Councillor Wright –

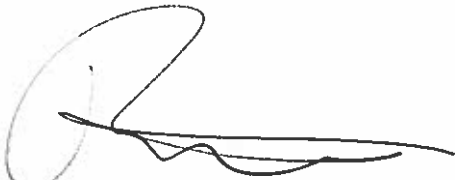
- The Santa Clause parade was a great success with over 80 floats.
- The CP Holiday Train will be in Brighton at 11:45 Friday, accepting donations to the local food bank.
- Council has not begun to look at the 2025 budget.
- December 14th, there will be visitation and funeral at Trinity St. Andrews for Councillor Byron Faretis who recently passed away.

12. Other Business –

- The staff/board/volunteer luncheon will be held, December 18th from 12 – 1:30.
- Rick will be performing in “A Midsummer Night’s Dream” with the Belleville Theatre Guild at the Pinnacle Play House November 28-December 15th.

Moved by Rick to adjourn the meeting at 8:32 pm.

Next scheduled Library Board Meeting January 22, 2025 at 7:00 pm in the Library or at the discretion of the Chair.



Rick Hill

Board Chair



Heather Ratz

CEO/Secretary/Treasurer

