



**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  
September 25, 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, Parise Herbert, Andrea Mensen, Don Leeson, Shirley Coveney, Catriona (Tina) May, Penny Kingyens (Children's Librarian, Recording Secretary)

**Regrets:** Councillor Bobbi Wright

**Absent:** none

1. Call to order at 7:09 pm by Rick.
2. Approval of minutes of June 26, 2024 & agenda for this meeting

**Moved by Andrea, seconded by Beth that the Board approve the minutes of June 26, 2024 and the agenda for this meeting. Carried.**

3. Financial Report – Heather
  - a) Balance sheet to Aug 31, 2024 – Heather drew attention to the following items:
    - Line 1050 – General Operating – this amount reflects the total without the short term GIC that has just been cashed in
    - Line 1700 – Current Year Books – this amount still reflects the amount carried over from 2023 as the auditor's final changes have not been completed
  - b) Profit Loss Budget vs Actual – to Aug 31, 2024 –
    - Line 4050 – Book Sale – this revenue stream is doing well and current numbers show we are \$315 away from our goal

- Line 4160 – Photocopier/Printing Fees – the budgeted amount has now been surpassed
  - Line 5450 – Professional Fees – this amount is over budget due to the consultant fees (\$5000) for the Compensation Review. This was not budgeted for in 2024.
  - Line 6040- Bank Fees – there was a question about why this amount was a negative and Heather replied that she thinks there was an overcharge on foreign currency exchange on the RBC Visa but she will confirm this
- c) Draft Budget 2025 – Heather presented the proposed budget for 2025, noting specific lines on the large screen for members to follow along.

Revenue:

- Book Sales - increased by \$100 since the budget should be met this year. We will aim a little higher next year.
- Municipality of Brighton amount increased by 8.4% over 2024.
- Municipality IT and Space and Service are in/out entry amounts only. The funds are not actually received.
- Development Charges budget has not changed because new figures will not be available until later this year
- Internet Connectivity (OLS) funding has had an upward trend so the budget line increased by \$100
- Summer Student Placement - Heather has increased the amount to match a higher wage that will be presented when the application is made. Heather noted that she will take more time to apply with hopes of securing funding that we haven't had since 2022.
- Photocopy Service is a good revenue source that has already surpassed the budget this year so it has been increased by \$200
- Interlibrary Loan (OLS) funding has had an upward trend, thus the increased budget amount
- Reserve Funds - Heather is still considering this figure but this draft recommends using \$9000 to purchase a new server, a new Asst Librarian computer (both recommended by IT) and a cricut machine with materials.

## Expenditures:

- Admin Supplies was increased \$100 to accommodate police checks for volunteers to carry out the Home Delivery initiative planned for 2025 – it was noted that volunteer checks are free. Heather will confirm this and adjust this budget line accordingly.
- Promotions & Advertising decreased by \$300 which should be sufficient if the Strategic Plan materials are purchased this year
- Library Supplies and Services was increased by \$100 to reflect rising costs of both
- Travel was increased by \$100 to allow for travel to the in-person Child & Youth Expo
- Salary Expense – our biggest expense, includes wage increases of 4.75% (aligned with municipal pay increases) and employee step increases
- Employee Benefits shows an overall increase of 15%, mostly due to heavy use of extended health and dental benefits
- Book Keeper fees are on the decline (\$100) due to more online payments by Heather = less work for book keeper
- Internet Connectivity costs have decreased (\$50)
- Capital Expenditures cost was increased for IT recommendations and equipment for programs

As figures may change in the coming months, Heather recommended that approval of the 2025 Draft Budget be deferred to October's Library Board meeting. The Board agreed.

4. CEO Report – Summer 2024 – BPL received some very positive feedback over the summer! There were plenty of activities happening. Alyssa's report with details about the Pop-Up Library and Penny's report about Children's Library activities were included in this report. There were also adult crafts, family history events and a book talk with a local author. Heather reported that Logan, our Student Clerk has gone on to Nipissing University and Ava came on board as our new Student Clerk. Sofia returned from maternity leave and Penny S. retired to concentrate on getting healthy. Heather's report included plenty of photos from the last several months.

Circulation in Brighton increased 1.01% and total checkouts was very close to the same time last year. Codrington circulation increased 50% and was significantly busier than the same time last year. Programming attendance was down 6.5% from last year.

5. Policy Updates

- a) GOV - 01 Purpose of the Board
- b) GOV - 02 Board Orientation
- c) GOV - 03 Board Training
- d) GOV - 05 Duties & Responsibilities
- e) GOV - 07 Duties & Responsibilities with Respect to Financial Oversight
- f) OP - 02 Resource Sharing
- g) PER - 05 Compensation
- h) PER - 08 Working from Home

Rick reviewed the Policy Committee Meeting Minutes with the Board. There were a few minor changes to the included policies. GOV-03 Board Training had a new Sec. 4 added to include the same terms as the Compensation policy regarding reimbursement for expenses and mileage. GOV-05 Duties and Responsibilities added "the Chief Executive Officer (CEO)" regarding distinction in roles vs. Board and staff. PER-05 Compensation Sec. 4 Benefits had a statement added to include recognition of staff service anniversaries. Sec. 5 Mileage added a new statement to align reimbursement for mileage with the Municipality's rate.

**Moved by Shirley, seconded by Parise that the Board accept the policy updates as outlined. Carried.**

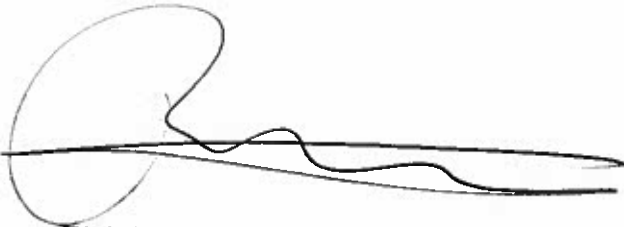
6. BDA Committee Report – Beth reviewed the BDA Report for the Board. She spoke about the new BDA taggers and their training, the 2025 BDA Calendar releases at Applefest and launch at Codrington Christmas Market, the development of the BDA website and updates on the Brighton I Remember series. Beth reported that with the use of their Network Attached Storage device, 25,000 scans are now viewable by all BDA committee members. Beth also announced that she will be stepping down as the BDA Chair in September 2025 and the BDA will be working on succession planning in the near future.
7. Correspondence – none
8. Report from Council Reps – Councillor Rowley & Councillor Wright – Applefest is this weekend and November 15<sup>th</sup> is the Christmas Parade. Budget meetings have not started yet.

9. Other Business – Beth, as the Vice Chair of the Board, will chair the October meeting. October 6<sup>th</sup> is the CIBC Run for the Cure. The Library has teamed up with Christine Roger, local realtor. The day begins at 9am. All are welcome to join us. The Mayor will be there to speak and there will be Breast Cancer educational post cards for the public. Heather will speak at Council to request that the Municipality officially recognize October as Breast Cancer Awareness month and display the official flag in front of our building.

Rick noted that the Strategic Planning Committee will be meeting before the October Board meeting to begin building the new plan.

**Moved by Councillor Rowley to adjourn the meeting at 8:05 pm.**

**Next scheduled Library Board Meeting Oct 23, 2024 at 7:00 pm in the Library or at the discretion of the Chair.**

A handwritten signature in black ink, appearing to be 'Rick Hill', with a large, stylized initial 'R'.

Rick Hill

Board Chair

A handwritten signature in black ink, appearing to be 'Heather Ratz', with a stylized initial 'H'.

Heather Ratz

CEO/Secretary/Treasurer

