



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 28, 2024 at 7:00 pm held in the Library at 35 Alice St.

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

Regrets: Beth Bruder (Vice Chair)

1. Call to order at 6:58 pm by Rick.
2. Approval of minutes of January 31, 2024 & agenda for this meeting

Moved by Parise, seconded by Tina that the Board approve the minutes of January 31, 2024 and the agenda for this meeting. Carried.

3. CEO Report
 - a) January 2024 – For her report, Heather listed the Library's regular programming that happens weekly and monthly, as well as three local author visits. As we begin the new year, Heather reported on the state of digital resources and how they are selected for each year. Ancestry is one of them and Rick is hosting a session on using it on April 9 @ 2pm. The community meeting space has been upgraded with a 120" screen and projector. The meeting space is booked for community groups at least once, most days. Several staff attended the OLA Super Conference in January. A short write up of their experiences were shared in Heather's report. Heather shared January 2023 to January 2024 circulation comparisons. Brighton had an increase of 5.5% while Codrington had an increase of 92.7%. Program attendance was up 75% over January of last year.

Lastly, Heather included Andrea's 2023 Year in Review graphic to give a snapshot of what 2023 looked like in our Library.

4. Financial Report – Heather

- a) Balance sheet to January 31 – Heather informed the Board that the bookkeeper had surgery the end of January and therefore, financials are not up to date. She requested and received an advance from the municipality so the amount in line 1050 – General Operating is currently at \$145,000. Total Fixed Assets still includes the amount from 2023 since the audit has not been completed.
- b) Profit Loss Budget vs Actual – to January 31 – This report is not fully updated due to the bookkeeper's absence. Heather informed the Board of some of the updates that will be reflected upon her return. Municipality, line 4250 \$125,000 has been received. Line 4255 – Municipality Dev Charges - Heather has been involved in the process for updating the by-law and the funds will be received later in the year. Line 4271 – OLS Connectivity – we've received \$2309. Line 4273 OLS Postage Reimbursement - \$2050 has been received. Line 4280 – Canada Summer Jobs Grant – Heather applied and there should be information in April. Heather stated that she has received updated health benefit costs so she will recalculate and see how that affects the budgeted amount. The auditor's invoice was received and the charge was more than expected due to the changes necessary in QuickBooks.
- c) Payroll vendor – update – The company Heather has been using for payroll, Deluxe, is leaving the payroll part of the business. They have been helping with the transition to Pay Works. The first payroll with the new company will be the end of March.
- d) Short term GIC – When the rest of the municipal funding is received, Heather recommends moving \$100,000 into a short term GIC, as a way to earn interest on funds not needed right away.

Moved by Don, seconded by Parise that when the rest of the municipal funding is received, Heather purchase a short term GIC in the amount of \$100,000. Carried.

5. Policy Updates
 - a) OP-14 Prevention of Workplace Violence
 - b) OP -21 Records Retention
 - c) PER-07 Staff Use of Technology

Rick presented from the Policy Committee Meeting Minutes, highlighting the most important points including the addition to 3 e) of OP-14 Prevention of Workplace Violence, the addition of the BDA to OP-21 Records Retention and deletion of Section 2: Business Use item 3 of PER-07 Staff Use of Technology.

Moved by Tina, seconded by Andrea to accept the updated policies as outlined. Carried.

6. BDA – committee report – The report was sent with the Board package for review. The BDA has been busy but the committee has not met yet this year. It was noted that the “Digitize This” event was well attended. There were no questions regarding the report.
7. Strategic Planning Committee – update – Rick reviewed the committee minutes and outlined the Terms of Reference. Rick is the Committee Chair and Bobbi is the Recording Secretary. Staff members Kim and Andrea will join the committee. A general timeline for the survey was reviewed. Heather attended a session at the Super Conference regarding Strategic Planning and the information collected will be helpful.
8. 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

Moved by Councillor Rowley, seconded by Councillor Wright to move the meeting to In Camera Session at 7:27pm. Carried.

Moved by Tina, seconded by Andrea to adjourn the In Camera Session at 7:32pm. Carried.

A personal matter regarding an employee was discussed but this was for information only and no motion is required.

9. Correspondence – none
10. Report from Council Reps – The budget has been approved with no change to the library budget. The compensation review is complete with the exception of collective bargaining with union employees that is expected to finish in March. Heather will speak with Jennifer at the Municipality for an update regarding the compensation and pay equity report for the library. The new CAO is to begin April 8th. There will also be a total eclipse that day and many are expected to travel to our area as we are the best location to view this. There are mini-grants of up to \$500 available to highlight the occasion. There will be an open house Tuesday evening with the first piece of the Transportation Master Plan being available to the community.
11. Other Business – The municipality has asked to use the library meeting space to host a meet and greet for Hallie Clarke, who is from Brighton and the youngest person ever to become the World Skeleton Champion.

Moved by Councillor Wright to adjourn at 7:44pm.

Next scheduled Library Board Meeting March 27, 2024 at 7:00 pm in the Library or at the discretion of the Chair.



Rick Hill

Board Chair



Heather Ratz

CEO/Secretary/Treasurer