



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 January 31, 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

Regrets: Beth Bruder (Vice Chair), Andrea Mensen

1. Call to order at 6:55 pm by Rick.
2. Approval of minutes of November 29, 2023 & agenda for this meeting

Moved by Parise, seconded by Councillor Wright that the Board approve the minutes of November 29, 2023 and the agenda for this meeting. Carried.

3. CEO Report
 - a) 2023 – A Year in Review – Heather summarized 2023 and touched on examples from her forwarded report. She included examples of a long list of staff professional development, important staffing news, and highlights from the year. She shared annual circulation stats, highlighting total circulation amounts of 89,431 for Brighton and 1792 for Codrington. Many months had total circs over 8,000 in Brighton. Overdrive totals were consistently over 2,000 every month except February and April. Predictably, program attendance was highest when children were out of school in March and July. Heather also provided a number of examples of our social media posts throughout the year.

- b) Professional Development – Feb 14 – Our Library has been certified Homeschool Friendly but that is about to expire and staff are in need of training to recertify. The Library will close February 14 so all staff can be recertified.
- c) Meeting room improvements – update - \$8000 has been redeemed from a GIC as directed, and funds are available for this project. Painting was done over the Christmas closure but the new screen is on back order so there is no ETA on the start date.

4. Financial Report – Heather

- a) Balance sheet to Nov, Dec 2023 – The Board agreed to review the balance sheet to December 2023 only. Heather explained that the amounts for 2023 have not been finalized yet as there is still some bookkeeping required. She noted that line 1050 – General Operating is currently at \$73,000 and she has requested the payout for Q1 from the municipality, as she normally would at this time.
- b) Profit Loss Budget vs Actual – to Nov 30 & Dec 31, 2023 – The Board agreed to review the report for December 2023 only.
Under income - Line 3120 – Restricted Res. Funds Interest, Heather reported that this line needs correcting as we received just over \$1600 in GIC interest for a redeemed GIC. Line 4050 – Book Sale is very close to budget thanks to Kim, who organized three book sales this year. Line 4160 – Photocopier/Printing Fees – is over budget and has been increased for 2024. Line 4165 – Private Donations is significantly over budget due to two generous donations received this year. Line 4271 – OLS Internet Connectivity and Line 4273 – OLS Postage Reimbursement haven't been received yet but are expected soon. The amount varies each year.
Under expenses - Line 5100 – Admin Supplies – This line is over by \$60 and a correction is needed. Line 5150 – Communication is almost exactly on budget due to close monitoring of ILLO expenses. Line 5350 – Outreach Programs will be approximately \$100 under budget once the Visa amounts are entered. Line 5450 – Professional Fees reflects payment of the 2021 audit invoice. The invoice for 2022 has not been received yet.

Line 66001 – Staff Benefits expense will be less under budget than this report reflects, once the Q4 benefits invoice (about \$8600) is received and paid. This will also reduce the amount under budget in the total payroll expenses.

- c) Compensation/Pay Equity Review – update – The review began last year and is not yet complete. Heather requested a municipal update for this meeting. She spoke with the municipal HR person to receive an update. As of Jan 4, the update is as follows: the review has taken a bit longer than anticipated, but...a presentation was made to Council on Dec 22 outlining the results of the comp review and recommendations for Council to consider regarding CUPE negotiations. It was also communicated that next steps would include a report for the library board that would include any pay equity impacts and proposed salary grid. Council has yet to provide direction on negotiation parameters (in terms of salary negotiations) – I understand they're working on budget meetings to take place later in January.
 - d) Visa application – update – Heather reported that the application has been submitted and a limit of \$2,000 has been requested, with the current GIC listed as collateral. She is waiting for further communication from the bank.
5. BDA – committee report – The BDA report was forwarded as part of the Board package. Beth and Andrea were both absent so no report was presented. Heather and Parise were available to answer any questions but there were none.
6. Strategic Planning Committee – Rick suggested a small committee be formed to direct Strategic Planning work. A date to meet will be determined.

Moved by Tina, seconded by Parise to establish a Strategic Planning Committee comprised of Heather, Rick, Shirley and Councillor Wright, to direct the creation of the new Brighton Public Library Strategic Plan. Carried.

7. 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. In this case, the Board will discuss the CEO performance evaluation and wage increase request.

Moved by Councillor Rowley, seconded by Shirley to move the meeting to In Camera Session at 7:22 pm. Carried.

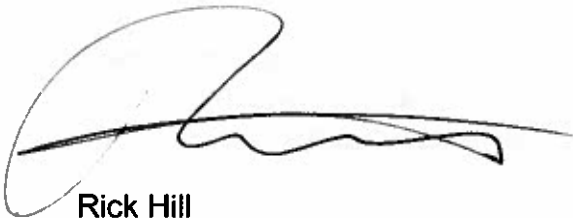
Moved by Tina, seconded by Don to adjourn the In Camera Session at 7:35. Carried.

The Board accepts the recommended proposals regarding the CEO evaluation and wage increase request, as discussed during the in-camera session. Moved by Councillor Wright, seconded by Shirley. Carried.

8. Correspondence - none
9. Report from Council Reps – Councillor Rowley & Councillor Wright – Council has been working on the 2024 budget and is awaiting final numbers, including amounts from the Pay Equity review. Hiring of a new CAO is in progress but there is no final announcement yet.
10. Other Business – none

Moved by Parise to adjourn at 7:43pm.

Next scheduled Library Board Meeting February 28, 2024 at 7:00 pm in the Library or at the discretion of the Chair.



Rick Hill

Board Chair



Heather Ratz

CEO/Secretary/Treasurer