



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 27, 2023 at 7:00 pm held in-person at 35 Alice Street**

Present: Heather Ratz (CEO, Treasurer, Secretary), Rick Hill (Acting Chair), Councillor Emily Rowley, Parise Herbert, Don Leeson, Shirley Coveney, Andrea Mensen, Beth Bruder and Catriona (Tina) May

Regrets: Councillor Wright

1. Call to order at 6:50 pm by Rick
2. Approval of minutes of June 28, 2023 and agenda for this meeting
Moved by Beth, seconded by Tina that the Board adopt the minutes of June 28, 2023 and the agenda for this meeting. Carried.
3. Rick welcomed new Board member, Don Leeson, and introduced him to the Board members
4. Audit Presentation – Rick and Heather introduced Jon Hickey from Baker Tilly. Jon made a presentation of the Draft Audit for the 2022 financials. He explained the restating of some of the 2021 financial records, as they relate to assets. Heather gave an example, describing how digital subscriptions such as Overdrive and Ancestry were being entered as an asset when really they are expenses because we don't own them. Heather assured the Board that new budget expense lines have been created and entries are now being done correctly. Jon responded clearly to the questions from the Board members and mentioned that no other issues were found.

5. As Rick was Acting Chair, Heather conducted the Election of Officers. Rick was nominated as Board Chair and accepted the nomination. No other names were brought forward.

Moved by Shirley, seconded by Beth that Rick be appointed as Chair for the term of the Board. Carried.

Tina was nominated for Vice Chair but did not accept the nomination. Parise was nominated for Vice Chair but did not accept the nomination. Beth was nominated for Vice Chair and accepted the nomination.

Moved by Rick, seconded by Tina that Beth be appointed as Vice Chair for a 1-year term. Carried

As the newly elected Board Chair, Rick resumed chairing the meeting.

6. Standing Committees

Rick gave an overview of the standing committees and the current members. He would like to see more members on specific committees. There was a short discussion and the membership was updated as follows:

BDA – Beth, Andrea, Parise, Heather

CEO Evaluation – Rick, Councillor Wright, Parise

POLICIES – Rick, Councillor Rowley, Tina, Don, Heather

Moved by Emily, seconded by Beth that the above appointments to the above Standing Committees are accepted. Carried

7. Financial Report – Heather

Heather provided reports for June, July and August but suggested moving right to August for discussion. Balance Sheet to August 31 2023; Profit Loss Budget vs Actual to August 31, 2023.

Moved by Tina, seconded by Andrea that the Financial Reports for the period of June, July and August 2023 be accepted. Carried.

Heather noted that we now need an additional signing authority. An update of signing authority was discussed. Beth will be given signing authority. Heather will start the process with CIBC.

Draft Budget 2024 – Heather presented a short PowerPoint on her process for preparing the Draft Budget. She then presented the first draft of the proposed Budget for 2024. She noted that she recommends spending some reserve funds to update the technology in the meeting room. Quotes can be provided if the Board would like to see them. Heather noted that the preparation of a new Strategic Plan will take place in 2024 and there will be some expenses related to this. She recommends a review of a 2nd draft at the Oct meeting as new information usually comes forward in Oct.

The Board received the Draft Budget as presented.

8. CEO Summer Report

Heather made the following comments:

- a) Children’s Librarian and Codrington Branch Head, Penny Kingyens, prepared her Summer Report for activities in 2023
- b) Pop Up Library – Lite Version – Alyssa Lee was the main popper and prepared a detailed report of her experiences. Heather took the lead on 2 locations and enjoyed the outreach. Despite a smaller version of Pop Up, it was well attended and successful
- c) Short Story Contest – Logan developed and implemented his second year for this endeavour. Submitted stories are available to read in the Library.
- d) Kitten Shower – This event was a great success with 136 people coming through. Some of the kittens have been adopted
- e) BDA Past, Present, Future was the first event for BDA, under the library umbrella. Special Guest, Dan Buchanan, did a presentation of the past, followed by members of the BDA sharing the plans for the future.
- f) A new partnership was established with the Belleville Senators when their Manager, Ben Cochrane, contacted Heather. Their goal is to promote literacy and reading through Belly’s Book Club. Belly has hockey stick ears and was happy to attend a story time event.

The Board received the report as presented.

9. Policy updates

Rick gave a presentation about the review of the following policies.

- a) OP-1 Collection Management – Changes were made to include a form, a formal process and a timeline to address challenges to library materials.
- b) OP-12 General Facility Use – Added OP-20 Meeting Rooms as a related document

**Moved by Beth, seconded by Tina to accept the policies as presented.
Carried.**

10. BDA- Committee Report – Beth reported that the BDA had a meeting to discuss changing the current website and that they are considering outside assistance for this project. The group will be taking some training related to social media.
11. Correspondence – Heather noted that the paperwork for the donation of \$5,000 through a donor's Will has been completed, but the funds have not been received.
12. Report from Council Reps – Councillor Rowley did not have any updates but noted that the Municipality is anticipating that the 2024 Budget will be approved by year-end. She shared that the Santa Claus parade is scheduled for Friday, November 17, 2023 in anticipation that the Library may want to have a float again this year. Heather noted that yes we do!
13. Other Business – Rick noted that he and Heather will be doing a presentation to Council on Oct 2, 2023
14. **Moved by Tina to adjourn at 8:35 pm**

Next scheduled Library Board Meeting is scheduled for October 25, 2023 at 7:00 pm in-branch at 35 Alice St. or at the discretion of the Board Chair.



Rick Hill

Chair



Heather Ratz

CEO/Secretary/Treasurer