



**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 October 30, 2019 at 7:00pm held in Library.**

Present: Bob Burke (Chair), Sandi Zwaan (Vice-Chair), Parise Herbert, Murray Workman, Heather Ratz (CEO, Treasurer, Secretary), Penny Kingyens (Staff, Recording Secretary), Councillor Tadman, Councillor Rowley, Carol French, Jane Baier

Regrets: None

1. Call to order at 7:00 pm by Bob.
2. Approval of agenda – Item 9 was redundant and removed. **Moved by Murray, Seconded by Sandi** — that the Board adopt the agenda, as amended. **Carried.**
3. Approval of minutes from :
  - a) Special meeting of Sep 24, 2019 – **Moved by Murray, Seconded by Parise, Carried.**
  - b) Regular meeting of Sep 25, 2019 – **Moved by Sandi, Seconded by Councillor Rowley, Carried.**
4. Financial Report – Heather
  - a) Balance Sheet & Budget vs Actual: Sept 2019

Balance Sheet - Heather made note of the following: line 1100- Bank Restricted Funds: the amount of \$150,000 includes the two \$50,000 GICS that will be deposited into the operating account for 2019 and will be reflected in the Oct and Nov financials. Line 1700-Current Year Books - on budget for the year. There were no questions regarding the Balance Sheet.

Budget vs Actual – Heather reported the following:

4280-Canada Summer Jobs Grant has been received for the year. Item 5110 Advertising and Promotions, more brochures will be purchased with the remaining amount. 5150 – Communications is over due to ILLO costs as is line 5300- Library Supplies and Services. Line 5350 – Outreach Programs is on track to balance at year-end. Line 5400-Professional Development and 5400 - Travel are over budget due to extra staff, one of whom is taking First Aid training. Line 5450 – Professional Fees is over budget due to the increase in the cost of the audit. Line 5620 – Staff/Volunteer Appreciation is over and includes the gift purchased for Mellissa. Line 5650- Technology Expense, Heather is trying to close the gap. The total for 66000-

Payroll Expenses will be closer by year end; there were different staff that we were budgeted for in the 2019 budget. A comment was made that the Friends of the Library amounts are included to show the amount donated with the amount expensed.

**Moved by Councillor Rowley, Seconded by Jane, that the financial reports for Sept 2019 be approved, Carried.**

- b) PLOG- Heather has completed the application for the Public Library Operating Grant and it is currently being reviewed. In previous years, it has been received in Nov so that is the expectation this year. The PLOG funds will show in lines 4270 & 4272
- c) GIC renewal instructions – The GIC matures December 16<sup>th</sup> and Heather requested direction on what to do with the monies. Board directed Heather to reinvest in a flex GIC at the best rate possible.

**Moved by Councillor Tadman, Seconded by Jane, that Heather move the GIC that is maturing in Dec 2019 to a 1 year flex GIC at the best possible rate, Carried.**

- d) 2020 Draft Budget #3 – for final approval

Heather made the following notes regarding the Revenue section of the draft budget: Municipality of Brighton– shows an increase of 2.5% from 2019 to 2020 but that includes the \$7,000 that the municipality asked that we include for a pay equity review. Without the \$7,000 amount, we are asking for a 1% increase. The Development fund line shows the figure that was given to Heather by the municipality. The difference from 2019 to 2020 is \$26537 and has been put directly into the Acquisitions budget. A new line for Inter-library loan postage reimbursement was created due to the changes in postage with ILLO. It is estimated that we will be reimbursed for 50% of our postage fees.

Expenditures – Heather noted that WSIB rates will increase 7 cents; it was originally significantly more until she confirmed, with documentation, that we were not to be included under the Municipality for this purpose. Professional Fees is increased \$1000 for the audit and \$7000 for the required pay equity review. A slight increase in salary amount is indicated with wage increases of 1.5% (figure received from municipality) and step increases for staff. It was noted that Employee benefits is highlighted because it was the only line that changed from draft budget #2. This amount has decreased due to an employee aging out of benefits (OMERS) as of a recent birthday. Communications has increased \$1700 for postage for ILLO.

It was noted by Heather that the library should be prepared for a difficult budget year as there has been cuts throughout the province but this proposed budget is fiscally responsible and reasonable. The board agreed that the budget should be presented to council, regardless of whether we are asked, in order for us to “tell our own story”.

Regarding the draft letter accompanying the budget request to council- “Participate in a Pay Equity Review” was included to reflect the increase in Professional Fees.

**Moved by Councillor Tadman, Seconded by Jane, that the board give final approval to the budget draft #3 and the enclosed letter, Carried.**

5. Indigenous acknowledgement request – A staff brought forward a request for the board to consider an Indigenous Acknowledgement. Information was included in the board package. Multiple board members voiced concern that using the acknowledgement too much diminishes it. It was also voiced that Indigenous communities may not agree on land designation. It was noted that the only time an acknowledgement is done at the municipal level is at planning meetings. Heather talked to several libraries that have researched acknowledgements and most agree that keeping it simple is best. Heather received information from Peggy at SOLS regarding having a policy that mentions a declaration statement regarding service and collections. Heather will use a sample document to form a policy regarding acknowledgement in services and collections and will bring this to the policy committee. It will then be brought to the Nov meeting for board approval.

#### 6. CEO Report

- a) Sept 2019 – Highlights included the 2<sup>nd</sup> Ukulele event, “Walk a Mile in Her Shoes”, the Youth Wellness Initiative, as well as, Heather hosting the Tri-County meeting. Brighton saw an overall decrease of 14%. There was a decrease of 33% in program attendance; perhaps all due to school starting. Codrington saw an overall increase of 11%; perhaps due to the outdoor market.
- b) Christmas closure – Heather presented 2 options for the Christmas closure: close from Dec 22 – Jan 1 or Dec 24 – Jan 1. She also noted that during the closure, full time staff are expected to take turns emptying the book drop. In addition, no items will be due during the closure.

**Moved by Sandi, seconded by Parise that the library remain open on Dec 23 and close from Dec 24 – Jan 1, reopening on Jan 2; Carried.**

7. Strategic Planning Committee – update – Sandi reported that committee members are working on ideas for a new mission statement and they will be discussed at the November 11<sup>th</sup> meeting. The committee is working on creating a shorter mission statement. The expected timeline is that after the new mission is created, Heather will create the new document and the committee will present to the board in January.
8. Correspondence – Heather received an email from the president of FOPL regarding the two proposed changes in the Pubic Library Act and how they affect libraries. The 2 proposed changes are:

Permanent Residents will be eligible to be board members

Reduce the minimum # of board meetings per year from 10 to 4

9. Report from Council Representatives – Councillor Rowley & Councillor Tadman – Nov 15<sup>th</sup> is the Christmas parade; Nov 23<sup>rd</sup> at 11:30am, the Holiday train will collect for the food bank. Councillor Tadman commented that Memory Junction is for sale and could be purchased by the Municipality. The CAO, Mayor Ostrander and Heather will meet to discuss local youth issues. Signage has been brought forward to Council and Library directional signs as you approach from all four directions is being looked at.

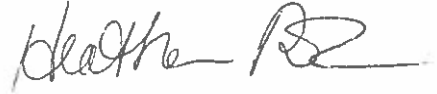
10. Other Business – Heather presented the donor tree and commented that she may choose a larger magnet for the bottom piece. She also noted that a media release went out regarding BPL being short-listed for the Angus Mowat Award of Excellence for the Pop Up Library.

**Moved by Councillor Tadman to adjourn at 8:06pm.**

**Next scheduled Library Board Meeting Nov 27, 2019 at 7:00 pm in the Library or at the discretion of the Chair.**



**Bob Burke**  
Board Chair



**Heather Ratz**  
CEO/Secretary/Treasurer