



**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 June 26, 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, Councillor Bobbi Wright, Parise Herbert, Andrea Mensen, Don Leeson, Shirley Coveney, Catriona (Tina) May, Penny Kingyens (Children's Librarian, Recording Secretary), Jennifer Smith (HR Manager, Municipality of Brighton), Jon Hickey (Manager, Baker Tilly)

**Regrets:** none

**Absent:** none

1. Call to order at 6:54 pm by Rick.
2. Approval of minutes of May 22, 2024 & agenda for this meeting

**Moved by Beth, seconded by Parise that the Board approve the minutes of April 24, 2024 and the agenda for this meeting. Carried.**

3. Audit Presentation – Baker Tilly – Jon Hickey

Jon presented the financial statements for the year ending Dec 31, 2023. He reported it was a clean audit. Referring to the Statement of Financial Position, it was noted that there is a healthy surplus due to the transfer of capital amount from the BDA and interest rates up producing more investment income. Capital assets are up as well, due primarily to the BDA joining the Brighton Public Library as a committee of the Library Board. Prepaid expenses were down (in comparison to 2022) due to adjustments made in recording annual subscriptions.

There were a few new lines on the Statement of Operations and Accumulated Surplus to reflect BDA joining the Library. Donations were up this year with two large amounts coming from estate donations. Supplies expenses were significantly more than budgeted due to the change in recording metered books. Heather asked Jon if the Annual Surplus amount is an amount that is available to move into investments. Jon explained that the amount available for this would be different once things like capital assets and amortization were taken into account with the PSAB standards. He will email Heather with the year end amount available.

The Statement of Cash Flows was reviewed along with the Auditor's Notes. Heather asked if Note #4 Financial Instruments is new and Jon confirmed that it is and risks were being mitigated satisfactorily in the Library's case. Note #6 Inter-Entity Transactions refers to transactions with the Municipality. Heather questioned the addition of the line "In addition, the Municipality provides accounting and administrative services to the Board at no cost." It was suggested that the word "services" be changed to "consulting." Jon and Heather will discuss further. Jon explained that Note #9 is new and he provided a brief explanation of these changes.

Pending revisions, a letter will be sent for Rick and Heather to sign, then the final package will be sent.

**Moved by Don, seconded by Councillor Wright, that the Board accept the audited statements, pending any necessary revisions. Carried.**

Jon Hickey left the meeting at 7:20pm.

4. Financial Report – Heather

- a) Balance sheet to May 31, 2024 – There was a question regarding line 2000 – Accounts Payable. Heather will look into this amount and get clarification.
- b) Profit Loss Budget vs Actual – to May 31, 2024 – Tina asked about the extra funding from the municipality. Heather noted that line 4250 – Municipality Main Funding is over budget due to the \$1500 allocated for menstrual products for the lobby restroom. Line 4280 – Canada Summer Jobs Grant will not be received this year. Line 66003 – Salaries Expense will be affected by the issue to be discussed at the In Camera Session. We can expect payroll expenses to be over budget at year end.

- c) Mileage update – Heather advised that our current mileage rate of .56/km is low compared to the CRA rate of .70/km. Heather would like to implement the CRA rate as of July 1, 2024.

**Moved by Beth, seconded by Shirley that the Board approve the change in mileage rate to .70/km, to begin July 1, 2024. Carried.**

5. 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 Wright, seconded by Tina to move to the In Camera session at 7:27 pm. Carried.**

**Motion to leave In Camera Session by Councillor Wright, seconded by Councillor Rowley at 8:21 pm. Carried.**

**The Board accepts the recommended proposals regarding the compensation review as discussed during the In Camera session. Moved by Councillor Wright, seconded by Parise. Carried.**

**Marianne Love entered the In Camera session at 7:32pm, via Zoom and removed herself at 8:12pm.**

**Jennifer Smith left the meeting at 8:12pm**

6. CEO Report – May/June 2024 – Heather gave a brief description of programs and initiatives for May and June. The highlights included author visits, the Family History Circle, Laughter Yoga, Music in the Library and a botanical book display. Heather participated in AccessAbility Day in Brighton and invited Councillor Wright to talk about her experience navigating the downtown core in a wheelchair. The Brighton Public Library was awarded a grant from the Brian Todd Memorial Foundation and Penny was busy hosting a variety of programs for teens and children. Heather was asked by OLS to attend a roundtable for the latest cohort of the APLL program.

Brighton's circulation increased 11.8% in May while Codrington circulation decreased 28.5%. Program attendance increased 25%.

## 7. Policy Updates

- a) OP-17 Accessibility in the Library (AODA)
- b) OP-18 Purchasing
- c) PER-05 Compensation

Rick reviewed the Policy Committee meeting minutes. Minor changes were made to OP-17 Accessibility in the Library (AODA) and OP-18 Purchasing Policy. PER-05 Compensation had minor changes to Section 1 and 4. There was a more significant change to Section 3: Merit Increases where “January 1<sup>st</sup>” was changed to “January 1<sup>st</sup> for current staff as of June 30, 2024, and the anniversary date of the completion of probation for new hires effective July 1, 2024”.

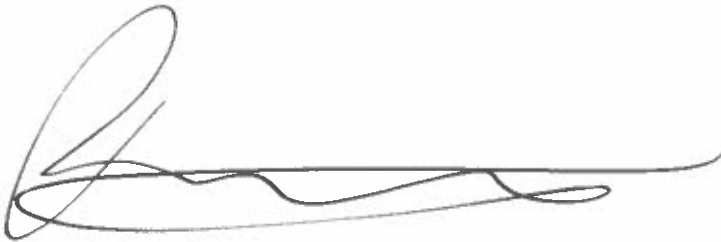
**Moved by Beth, seconded by Tina that the Board accept the policy updates as outlined. Carried.**

8. BDA Committee – update – Beth did a quick review of her written report to the Board. She noted that metadata training will take place July 5<sup>th</sup> at Ralph’s house. She also noted that the BDA is looking for pictures of the Hops Industry for BTMCF and is working on the idea of a Hops Industry book.
9. Strategic Planning Committee – update – The committee met at the beginning of June. A short, gamified survey will be available to the public for July and August. It will be available in hard copy and digital formats. The committee will meet in September to review the results, then a SWOT analysis will need to be done before drafting the Strategic Plan.
10. Correspondence –Heather received a letter from CIBC regarding an increase to business account fees, effective August 1, 2024. Heather will find out how exactly this will impact the library’s account fees.
11. Report from Council Reps – Councillor Rowley & Councillor Wright – Canada Day events will be held at King Edward Park with fireworks at 10pm. There will be music in Memorial Park in the evening before the fireworks display at King Edward Park. The Councillors shared that the Hops barn is moving to the Codrington Community Centre site. It will be dismantled and reconstructed there.

12. Other Business – Councillor Rowley brought up the topic of staff recognition, as discussed at the last Policy Committee meeting. Committee members did discuss options such as a day off with pay or a luncheon, similar to what the Municipality of Brighton does for its employees. Board members were asked to think about staff recognition ideas for further discussion in September.

**Moved by Parise to adjourn the meeting at 8:49 pm.**

**Next scheduled Library Board Meeting September 25, 2024 at 7:00 pm in the Library or at the discretion of the Chair.**

A handwritten signature in black ink, appearing to read 'Rick Hill', with a large, sweeping flourish at the end.

Rick Hill  
Board Chair

A handwritten signature in black ink, appearing to read 'Heather Ratz', with a stylized, cursive script.

Heather Ratz  
CEO/Secretary/Treasurer

