



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 23, 2024 at 7:00 pm held in-person at 35 Alice Street

Present: Beth Bruder (Vice Chair), Heather Ratz (CEO, Treasurer, Secretary), Councillor Emily Rowley, Parise Herbert, Don Leeson, Shirley Coveney, Catriona (Tina) May, Penny Kingyens (Children's Librarian, Recording Secretary)

Regrets: Rick Hill (Chair), Councillor Bobbi Wright

Absent: Andrea Mensen

1. Call to order at 7:00 pm by Beth.
2. Approval of minutes of September 25, 2024 & agenda for this meeting

Moved by Parise, seconded by Tina that the Board approve the minutes of September 25, 2024 and the agenda for this meeting. Carried.

3. Financial Report – Heather
 - a) Balance sheet to September 30, 2024 – Heather drew attention to the following items:
 - Line 1050 – General Operating – this amount reflects the total without the short term GIC that has just been redeemed
 - Line 1100 – Bank Restricted Funds – this amount has not been updated to reflect the GIC for \$100,000 that was recently redeemed
 - b) Profit Loss Budget vs Actual – to September 30, 2024 –
 - Line 3120– Restricted Res. Funds Interest – the interest on the GIC that was redeemed is not yet entered but will be approximately \$1200

- Line 4270 & 4272 – Province of Ontario & PE Ontario – Heather has applied for this funding (PLOG) and is confident that the funds will be received before year end
 - Line 5450 – Professional Fees – Tina asked about this line being over budget and Heather replied that this is due to the consultant fees (\$5000) for the Compensation Review. This was not budgeted for in 2024.
- c) Draft Budget 2025 – Heather reviewed the cover letter and draft #2 for final approval.
- Municipality of Brighton amount increased from 8.4% in draft #1 to 8.7% in draft #2 due to further increases to benefits
 - Interest was increased as GICs have performed well
 - Photocopy Service income was increased as this service is well used and already over budget this year
 - Reserve Funds was recalculated and increased to meet tech needs in 2025
 - Benefit costs increased as Heather received updated information

Moved by Shirley, seconded by Don that the Board accept the 2025 Draft Budget Proposal and Cover Letter as presented. Carried.

4. CEO Report

- a) September 2024 – Heather highlighted Programs and Initiatives for the month. Some of these were;
- BPL partnered with Lighthouse Books for an author visit with Jane Urquhart; 121 people attended
 - Greg planned and implemented a book sale that brought in \$350
 - Heather took the Pop-Up Library to Codrington Market's 10th Anniversary
 - Alyssa hosted a Teen Graphic Novel contest
 - BPL hosted an information session on British Home Children
 - A screening of the National Film Board's "WaaPaKe" documentary about residential school survivors was held for Orange Shirt Day

- Heather visited Brighton Retirement Residence with her Laughter Yoga
- A strategic plan SWOT analysis meeting and potluck took place to help form our next Strategic Plan
- Assistant Librarian, Kim is assisting the rest of the staff in training on a new interlibrary loan platform (RS4G) that she has been working with as part of a pilot group.

Heather noted that Brighton's circulation numbers were down 1.5% from the same month last year and Codrington's were up 73%. Programming attendance was up by 96.75% largely due to special events.

- b) Holiday Closure – Heather proposed that both library branches be closed from December 24th to January 1st, reopening January 2nd.

Moved by Tina, seconded by Parise that both library branches remain closed from December 24, 2024 to January 1, 2025 inclusive. Carried.

5. Strategic Planning Committee update – Heather – The committee met October 2nd to review input from the SWOT meeting and patron survey. Space and programming stood out as priorities. Andrea put together a mock-up of a one-page infographic that we can print ourselves, saving money and time. The committee will meet November 6th to review and update our Vision, Mission and Values statements.
6. BDA Committee Report – Beth reviewed the BDA Report, highlighting the following;
 - Three new taggers have added 500 records to the VITA website
 - The 2025 BDA Calendar will have a formal launch at the Codrington Christmas Market on Nov 3 and will then be available in the library
 - There will be a Hilda Montgomery presentation November 14th at 6:30 at BPL. There will be a lobby exhibit and extensive marketing campaign.
 - BDA website is well on it's way to being complete
 - Howard Goodfellow will cover agricultural development in Brighton from the 1850's
 - BDA will have a pop-up in Gosport in preparation for the work on the fishing industry and its importance to that area.

7. Correspondence – none

8. Report from Council Reps – Councillor Rowley reported they will be working on the 2025 budget soon but have not received their budget binders yet. Quinte Small Business Week is this week and Brighton's Christmas Parade is the evening of November 15th.

9. Other Business – none

Moved by Parise to adjourn the meeting at 7:42 pm.

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



Beth Bruder

Vice Chair



Heather Ratz

CEO/Secretary/Treasurer