

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – January 8, 2007 at 4:00 p.m.

CALL TO ORDER: At 4:05 p.m.

PRESENT: M. Wicklum, N. Van Ulden, J. Wlodarczyk, C. Quick, H. Alexander, J. Cullen, J. Huether, Councillor G. Beach and M. Williams; and guest, Councillor H. Noble.

APPROVAL OF THE AGENDA: It was moved by C. Quick and seconded by N. Van Ulden that the agenda be approved as amended with the addition of items under finance, governance and new business. CARRIED

MINUTES OF THE LAST MEETING: It was moved by H. Alexander and seconded by N. Van Ulden that the minutes of December 11, 2006 be approved with one minor correction. CARRIED

CHAIRPERSON'S REMARKS: Chair M. Wicklum reported that for one hour prior to the meeting she had met with the new trustees for an orientation session. She went on to say that she had looked at the Ministry of Culture's annual survey statistics for 2004 (the latest available published figures) and compared our library with the 29 libraries serving populations of similar size to Brockville. We are rated number one in terms of project funding we have secured (\$45,000) outside of municipal and provincial operating grants. But we are only 26th out of 29 libraries for the number of hours we are open to the public per 10,000 population served. The Brockville Public Library has the most titles held per card holder and the highest circulation per card holder. We are rated number 1 for consultation of library materials (books, newspapers) in the library. We are fourth out of 29 libraries for total transactions: website hits, programs attended, etc. We are fifth for total number of volunteers and in the top 25% for total items held in our collections. We are the second lowest among these 29 libraries in terms of cost per transaction at \$0.76 per transaction. However, we are only eleventh out of 29 libraries in total paid staff. She concluded that our library is operating very efficiently, and that staff are working at a higher capacity than any library of similar size.

BUSINESS ARISING FROM THE MINUTES:

- (1) 2007 Budget: The Board reviewed the revised draft 2007 budget. Staff was able to achieve some savings by reducing the amount for hydro costs by \$1,000.00 and, as advised by the city treasurer, adjusting for a change in the projected salary increase from 2.3% to 1.5%. As a result, our municipal grant request is now \$574,770.00. The new councillors received answers to their questions about the budget. The board chair and treasurer and the CEO will meet to re-examine the budget for further possible savings and to plan the budget presentation to city council. The Board passed the following motions

It was moved by C. Quick and seconded by J. Huether that for the purpose of maintaining pay equity, that the Brockville Public Library Board approve a 1.5% increase for library employees (excluding pages and the supply rate) effective January 1, 2007. CARRIED

It was moved by H. Alexander and seconded by J. Wlodarczyk that the Brockville Public Library Board approve wage increases for pages effective February 1, 2007, starting rate \$7.50; after two years \$8.00. CARRIED.

- (2) Governance: Mrs. J. Huether agreed to attend the Ontario Library Association Conference for two days, Feb. 1 and 2, 2007 in Toronto. C. Quick presented a report on the Federation of Ontario Public Libraries (FOPL). It was tabled for discussion at the February board meeting.

CORRESPONDENCE: The Board received a letter dated December 14, 2006 from the City Clerk, Mrs. Sandra Seale, informing the Board that Councillor Gordon Beach has been appointed to serve on the Library Board for 2007 as the Mayor's representative.

ACCOUNTS: It was moved by J. Wlodarczyk and seconded by J. Cullen that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of December 2006 in the amount of \$93,738.61 and that this be authority to pay same. CARRIED

REPORT OF THE C.E.O: In addition to her written report which was distributed in the January board package, M. Williams reported as follows:

- (1) Finance:

As of December 31, 2005 we had \$62,341.19 in our reserve account with the City. In 2006 we received authorization from City Council to spend \$30,000.00 of this on the computer system upgrade. We should therefore have enough money to pay for a new telephone system when it becomes necessary to update it.

Last week Donna Cyr, City Treasurer, requested detailed salary information on the cost of hiring another full-time library technician.

- (2) Fundraising:

January 27 is Family Literacy Day. Shannon Brown, who is the Early Literacy Specialist at the Early Years Centre, has worked out a fundraiser with the Brockville Minor Hockey League. The players (ages 3-15) will get pledges on all the goals they will score between Jan. 21 and Jan. 27. All proceeds will be donated to the Brockville Public Library's children's department.

- (3) Public relations/Marketing:

On the front page of its first issue for 2007, Friday January 5th, the St. Lawrence EMC newspaper featured Brockville Public Library's homebound delivery service with an excellent article by reporter Roy Lewis and a photograph of staff member Dena Kreissler.

- (4) Efficiencies achieved: The Board received a report prepared by the CEO on efficiencies achieved at the Brockville Public Library.

NEW BUSINESS:

- (1) Governance: It was moved by C. Quick and seconded by J. Cullen that the Brockville Public Library Board approve the policy, *Personnel – 28 Retirement*, as amended today with item 4 as discussed. CARRIED.
- (2) The Board requested a report from staff recommending the allocation of *Roots and Wings* funds in 2007.

NEXT MEETING: Monday February 12, 2007 at 4 p.m.

ADJOURNMENT: Moved by H. Alexander at 5.25 p.m.