

Monday, January 22, 2018
Buell St. Room, Brockville Public Library

1. CALL TO ORDER: 5:02 p.m.

PRESENT: Board Members: N. Bowman, J. Cullen, C. Hannah, C. Quick, R. Sands, C. TeKamp, M. Wicklum, L. Wales. Staff: E. Farrell.
Regrets: none

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

None

3. APPROVAL OF THE AGENDA

Moved by R. Sands and seconded by C. Quick. Carried.

4. DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: None.

5. CONSENT AGENDA:

- a. November Board minutes
- b. November & December Statistics & Financial report
- c. November & December CEO Report

Moved by M. Wicklum and seconded by C. TeKamp... "That the Brockville Public Library Board accepts the consent agenda which includes the November Board minutes, November & December Statistics & Financial report, and November & December CEO report." Carried.

6. FOR DISCUSSION/DECISION

- a. My Giving Library - update
E. Farrell commented that a Terms of Reference has been drafted for My Giving Library. Preliminary estimates for the 2018 year are around \$13,000 for this campaign.
- b. CEO compliance document

Moved by L. Wales and seconded by C. Quick... "That the Brockville Public Library Board accepts the document of Legislative Compliance as distributed." Carried.

- c. Borrowing Library Resources Policy

Moved by C. TeKamp and seconded by M. Wicklum ... "That the Brockville Public Library Board approves the recommended revisions to the Borrowing Library Resources Policy as presented." Carried.

- d. Procurement policy (first tabling)
E. Farrell tabled the first reading of the updated Procurement Policy. E. Farrell will be updating the policy based on Board suggestions and will provide a revised policy at the next Board meeting to include any changes required to be closely aligned with the

City's Procurement Policy.

e. 2018 Holiday closures

E. Farrell provided a list of the proposed Library closures for holidays in 2018. This topic has been tabled and sent to a sub-committee at present.

f. Community Foundation donations

N. Bowman commented that we had made continuous donations to the Community Foundation in past years. E. Farrell is to approach the Community Foundation to see our current standing and report back to the Board.

g. Cost of living increase for 2018

Moved by R. Sands and seconded by C. Quick... "In compliance with a directive from the City of Brockville, the Brockville Public Library board approves a 1.9% pay increase for Library employees (excluding pages) effective January 1, 2018." Carried.

h. Board meeting dates 2018

The Library Board confirmed that Board meetings dates will occur on the fourth Monday of the month at 5pm for 2018. E. Farrell will draft a calendar for the year with Board meeting dates and Library closures.

i. 2017 annual report (draft)

E. Farrell presented the first draft of the new format for the annual report for the public. Comments were taken into advisement and E. Farrell will present an updated version at the next Board meeting.

7. FOR EXPLORATON

a. Advocacy: sharing|promoting|celebrating BPL:

- BPL report to City EDP committee meeting

N. Bowman commented that the Library will be presenting to the EDP committee in June to highlight the 2017 annual report.

- Library Day in Your Riding: Engaging your MPP in an election year.

N. Bowman expressed an interest in participating in this initiative and meeting with our MPP, Steve Clark, to discuss the benefits of libraries and the proposals put forward for increased funding from the province for libraries. Various other Board members expressed in interest in participating as well and E. Farrell reached out to other libraries in the Leeds-Grenville area to encourage participation.

b. Upcoming events

E. Farrell commented that N. Bowman, Library employee B. Smith and herself would be attending the OLA Super Conference in Toronto from January 31 – February 3, 2018. E. Farrell will be co-presenting a session with the CEO of the Perth & District Union Public Library concerning library space planning and modernization.

The Library is currently in the planning stages for Inuit, Indigenous, and Métis culture training sessions for the Library and community partners. No dates have been selected yet.

The Library will be participating in the Winter Classic Weekend by offering a hockey mini stick tournament on February 17. The Friends of the Library will also be hosting and author visit, Claire Smith (former Olympic athlete), on the same day.

8. ITEMS FOR NEXT AGENDA

- Procurement policy
- Anti-Spam policy (first reading)
- Roots & Wings/ My Giving Library

9. PRIVATE SESSION

Moved to private session by M. Wicklum at 6:18 p.m. to discuss personal matters. Moved out of private session at 6:40 p.m. by J. Cullen.

10. MEETING EVALUATION: Deferred.

11. ADJOURNMENT: Moved by C. Hannah at 6:41 p.m.

NEXT MEETING: Monday, February 26, 2018 at 5:00 p.m. at the Library.

Signature of the Chair: _____
(after approval)