

**BROCKVILLE PUBLIC LIBRARY**  
**MONTHLY BOARD MEETING – October 15, 2007 at 4:00 p.m.**

**CALL TO ORDER:** At 4:00 p.m.

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

**APPROVAL OF THE AGENDA:** It was moved by C. Quick and seconded by J. Huether that the agenda be approved as amended with the addition of one item under new business.

**CARRIED**

**DECLARATION OF ANY CONFLICT OF INTEREST:** No conflict of interest was declared.

**MINUTES OF THE LAST MEETING:** It was moved by N. Van Ulden and seconded by G. Beach that the minutes of Sept. 10, 2007 be approved as presented. **CARRIED**

**CHAIRPERSON’S REMARKS:** M. Wicklum commented that she had received a draft service review report prepared by CEO M. Williams and will be adding statistical and other information to it. The next Service Review Committee meeting was scheduled for Monday October 22<sup>nd</sup> at 4 p.m.

**BUSINESS ARISING FROM THE MINUTES:**

1. Finance:

a) The CEO presented a quarterly variance analysis of the 2007 budget. A projected surplus of \$6,451.00 is the result of extra revenues from fines and cards and interest income. The Board approved the purchase of computers, a computer desk, a display board, two chairs, and library materials.

b) City Manager Mr. Bob Casselman is scheduling meetings in November to review 2008 budgets.

c) The Board reviewed the revised draft 2008 budget. It was moved by J. Wlodarczyk and seconded by G. Beach to approve the 2008 budget to a level of a 1.9% increase over 2007. From figures provided at today’s meeting, any adjustment required to arrive at 1.9% will be made on the “books” line item. **CARRIED**

d) There was a question raised at the September board meeting regarding the cost of computer maintenance and connectivity. The CEO reported that the 2007 budget of \$24,900 pays for the following:

- Maintenance of the Unicorn library management system software
- Hyperion digitalization software
- Hosting fee for our use of Lanscapes two servers in Toronto: It would cost the Library around \$25,000 to purchase these servers and they would have to be replaced every three to four years.

- Ontario Library Consortium (OLC) membership: The \$6,000 annual fee gives us unlimited technical support and staff training from the OLC Executive Director; and the OLC negotiates with SIRSI for the best prices for new software and gives input into any new product development. The salary for an information technology specialist would be around \$30,000-\$40,000 annually.
- PC Reservation maintenance: This specialized computer software is used by library customers to book Internet time.
- CASI: The central printer for public Internet and public word processing stations keeps track of money taken in, and usage statistics.
- Virus protection software for all Internet computers
- Internet connection through Lanscapes for our Unicorn library management system
- Web hosting and domain name protection for the Library website
- Word processing software licensing updates
- Staff server maintenance
- Maintenance of wireless Internet hubs and routers

2. Directional signage: City staff are getting an updated price quote.

3. Children's Services Policy: The Board received the proposed procedures for implementing the photo/video release form and suggested some changes. This policy will be reviewed again at the November meeting.

4. Ontario Public Library Week, October 15 to 21: On Sat. Oct. 13<sup>th</sup> *The Recorder and Times* printed an article about our plans for this annual week of celebration.

**CORRESPONDENCE:** From City Clerk Sandra Seale dated Sept. 12, 2007, advising that Mayor David Henderson has proclaimed the week of October 15 to 21 as Ontario Public Library Week in the City.

**ACCOUNTS:**

It was moved by N. Van Ulden and seconded by H. Alexander that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of September 2007 in the amount of \$56,760.27 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 October board package, M. Williams reported as follows:

1. City parking study: City Clerk Sandra Seale requested statistics on library usage (typical number of visits per week and then divided up into time slots). The CEO emailed a copy of our summer survey. She also wanted to know how many staff work each day on average. The answer is 11.
2. Usage statistics: As requested by the Board, staff reported that 2,303 people visited the library for the period Sept. 30 to October 6, 2007. The figures compared favourably with those already reported for a four week period in July/August 2007.

3. Fundraiser: The 1000 Islands Quilters Guild has donated 75 cloth bags, some of them beautifully quilted. The money raised from this fundraiser will be given to the Library's *Roots and Wings Fund*. One of these bags will be given as a prize for our membership drive.

**NEW BUSINESS:**

1. Advocacy: Five library trustees said they would be available to meet library stakeholders on Wed. evening, October 17 at 6 p.m. as part of our Ontario Public Library Week celebrations. Refreshments will be served.
2. Ontario Library Association conference: The Board was reminded that early registration will take place in November for the 2008 conference.
3. Interlibrary Loan Policy: The Board received a draft revision of the interlibrary loan policy for review and approval at the November board meeting.

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

**ADJOURNMENT:** Moved by H. Alexander at 5:55 p.m.

## CEO's REPORT – October 2007

**Signage:** Conal Cosgrove, Director of Operations for the City, has approved directional signage for the Library. Steve Allen, Civil Engineering Technologist with the City, is getting an updated quote on the cost of the signs. City staff will install them free of charge. We hope this work will be done by the end of November 2007.

### **Building Maintenance:**

1. After reviewing the exterior painting job with me, Colin Morrell proposed that it would make better sense to paint the soffit on both the Carnegie section and the 1995/96 section, including the pillars in front of the original main entrance. The three quotes that Mr. Morrell received are in excess of \$6,000.00 due to the need for caulking and the use of a bucket truck. Therefore, this project has been moved forward to spring 2008.
2. The HVAC rooftop units were given a semi-annual maintenance check on October 4th.

### **Federation of Ontario Public Libraries (FOPL):**

On September 21, 2007 an email from FOPL announced that FOPL Chair, Jane Horrocks, and Maria Ripley, Administrative Assistant, organized a tour of four libraries on July 16, 2007, for Michael Johnson, the Ministry of Culture's newly appointed Manager, Culture Services Unit, and for James Hamilton, the new Supervisor, Culture Services Unit. The four public libraries - Toronto Reference, Barrie, King Township and Richmond Hill - Richmond Green branch - were selected to give a representative overview by size and type of library. For example, the Richmond Green Branch is a shared-facility library serving both local residents and secondary school students.

James Hamilton commented that four libraries in one day was a 'whirlwind, library fly-past'. He said the tour gave him a better perspective on public libraries as, "hubs of creative activity, nodal points of community building and incubators of exciting and innovative partnerships".

Michael Johnson commented that it was 'interesting to see libraries from the service providers viewpoint, and that the tour was a 'great learning experience'. He noted that the 'big take-away was the recognition that libraries are not only responding to change from within their communities, but are leading change and innovation, are constantly re-inventing themselves to better serve their communities. The range of programming was quite amazing'.

**Seniors' Expo:** On Wed. Sept. 19<sup>th</sup> adult Information Services librarian Amanda Robinson and CAP student Ashleigh Dolan participated in the Seniors' Expo at the First Baptist Church. There were many opportunities to network with other agencies and organizations. Fellow participants and visitors were particularly interested in our Internet training and our shut-in service.

**Adult Program:** Fifty people attended a workshop by Algonquin shaman Peter Bernard on Sat. Sept. 22<sup>nd</sup>.

Prepared by Margaret Williams, CEO and Chief Librarian