

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – November 12, 2007 at 4:00 p.m.

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

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

ABSENT: M. Wicklum

APPROVAL OF THE AGENDA: It was moved by J. Huether and seconded by H. Alexander that the agenda be approved as amended to include an in camera session and 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 G. Beach and seconded by J. Huether that the minutes of October 15, 2007 be approved as presented. CARRIED

CHAIRPERSON'S REMARKS: Vice-Chair N. Van Ulden commented that she would chair the meeting in the absence of the Chair, Margaret Wicklum.

In Camera – Personnel Matter

It was moved by H. Alexander and seconded by J. Cullen that the meeting move in camera at 4:07 p.m. CARRIED

It was moved by H. Alexander and seconded by J. Cullen that the meeting come out of in camera at 4:24 p.m. with out reporting. CARRIED

BUSINESS ARISING FROM THE MINUTES:

1. Finance:

- a) The Finance Committee met on Friday Nov. 9 to review the 2008 budget in preparation for a meeting with City Manager Bob Casselman later in November.
- b) The Board received a 2007 year end forecast. It is expected that we will have surplus funds on the utilities line due to the mild fall weather.
- b) The Board approved the purchase of a defibrillator in the amount of \$2,400.
- c) The Board instructed the CEO to request the City to transfer donations to the Library's reserve account before our fiscal year end of December 31st.

2. Directional Signage: There has been no recent information from city staff on this project.

3. Children's Services Policy – Photo/Video Release Form: It was moved by H. Alexander and seconded by J. Cullen that the draft Children's Services Policy, Photo/Video Release Form and procedures dated Sept. 10, 2007 be approved as presented and incorporated into the policy manual. CARRIED

4. Revised Interlibrary Loan Policy: It was moved by J. Cullen and seconded by G. Beach that the revised Interlibrary Loan Policy be approved. CARRIED

5. The Board was reminded that the early registration deadline for the 2008 Ontario Library Association conference is December 15, 2007.

CORRESPONDENCE: Dated November 8, 2007, a letter of congratulations and welcome from Board Chair Margaret Wicklum to Aileen Carroll, the new Minister of Culture,

ACCOUNTS: It was moved by J. Wlodarczyk and seconded by H. Alexander that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of October 2007 in the amount of \$72,934.73 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 November board package, M. Williams reported as follows:

1. FOPL meets with AMO:

On Nov. 6th Darrel Skidmore , Jane Horrocks and Stephen Nelson - executive members of the Federation of Ontario Public Libraries (FOPL) - met with representatives of the Association of Municipalities of Ontario (AMO): Doug Reycraft, president; Ms. Pat Vanini, Executive Director; and Brian Rosborough, Director of Policy. Mr. Reycraft has served as a public library trustee, educator, and politician.

The purpose of the meeting was to provide background information about FOPL including the purpose of the organization, and the accomplishments to date; and to identify potential areas of mutual interest and establish an ongoing relationship with AMO.

Discussion items included the diminishing provincial role as it relates to the provincial library grant and Ontario public libraries, the emerging importance of public libraries related to technological literacy, public access to information, and economic development issues.

Jane Horrocks described this first meeting as ‘broad ranging, explorative and positive relationship-building’. She commented that it was “encouraging to hear that, both at a policy level in AMO and at a practical community level, the current work and the potential benefits of public libraries are clearly part of their thinking.”

Ms Horrocks will consult with the FOPL Board, formulate positions around the issues discussed, seek feedback from federation members, and then request another meeting with AMO.

2. Annual Statistical Survey: During one week in November the library will count usage statistics, a requirement of the Ministry of Culture in order to be eligible for our provincial operating grant. Staff had a special meeting last Friday to review definitions, and decide on signage.

3. Statistics for Sept. year to date: The Board received a report on circulation statistics as follows:

- Overall circulation has gone up by 1.9%

- Internet use has gone up by 31.6%
- Use of electronic databases has gone by 787.6%

4. Publicity: In today's *Recorder and Times* there is a photo of the winners of this year's Writer's Ink contest. The photo was taken in the Library with one of the wall hangings made by the 1000 Islands Quilters Guild as a backdrop. The Library is mentioned in the cut line and the CEO is mentioned as being one of the judges.

NEW BUSINESS: The Board received the draft final report of the Service Review Committee for review. N. Van Ulden reported that M. Wicklum wanted the Board to know that she is very pleased with the report, a volunteer effort which did not incur any extra costs, and that she congratulates the committee for its excellent work.

It was decided to hold a special meeting of the Board on Monday November 26, 2007 at 4 p.m. at the library to discuss and finalize this report.

NEXT MEETING: Monday December 10, 2007 at 4 p.m.

ADJOURNMENT: Moved by H. Alexander at 5:30 p.m.

CEO'S REPORT – NOVEMBER 2007

Canadian Library Month and Ontario Public Library Week:

Our membership drive in October resulted in 112 new members joining the Library. On three separate days during the month, Library staff went to the 1000 Islands Mall for several hours, and were able register new members, talk to many people about library services, get feedback and hand out library brochures. Because we were allowed to use a store's wireless Internet, we were able to access our computer system remotely. Staff could register people on the spot and give them their new cards. On Sat. morning Oct. 20 I worked for Amanda Robinson so that she could go to the Mall. Other staff who helped were Laura Julien, Margie Bentley and Cindy Fischer.

We placed four small advertisements about our membership drive in the Wednesday *Recorder and Times*, a day when advertising rates are lower. The *Recorder* article about our plans for OPLW and our membership drive was sent out to all FOPL members by Stephen Nelson, CEO of the Woodstock Public Library and a member of the FOPL board. The draw for the three prizes took place on Nov. 1, with Jean Smith, a rug hooker and wife of a former mayor of Brockville, doing the honours.

Three men attended Amanda Robinson's *Techie Talk* on Thursday evening, Oct. 18 and enjoyed learning more about our new computer system. We had a very good turnout for our children's events: a visit by firefighters from the Brockville Fire Department, and Toddlers' Rhyme Time, a partnership with the Early Years Centre.

Public Relations:

- a) I agreed to be a judge for this year's *Writer's Ink* creative writing competition, an event sponsored by the *Recorder and Times*. The newspaper published a number of ads mentioning the Library and our meeting room where the prize winners will be announced at a special ceremony.
- b) Valerie Kines, Russ Dissotel and I taped three new programs for COGECO on October 24th with host Doreen Barnes. We discussed the popularity of biographies, the pros and cons of author book signings and the growing popularity of audio books.

Networking:

I attended the Brockville & District Chamber of Commerce lunch at the Brockville Country Club on Friday Oct. 26. The people at my table were from the DBIA, 1000 Islands Community Development Corporation, and Trillium. David Paul, the City's economic development officer, was the keynote speaker. I spoke to Mr. Paul before lunch and reminded him that the Brockville Public Library is a community builder, and a supporter of economic development and tourism. I also spoke briefly with Bob Casselman. As I left, I was able to speak briefly with Mayor Henderson about kayaking, a shared interest. I also talked to Paul Fournier, who as it turns out has been named Citizen of the Year by the Chamber of Commerce.

Margaret Williams
CEO and Chief Librarian