

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – December 10, 2007 at 4:00 p.m.

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

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

APPROVAL OF THE AGENDA: It was moved by J. Huether and seconded by C. Quick that the agenda be approved. CARRIED

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

MINUTES OF THE LAST MEETING: It was moved by H. Alexander and seconded by J. Cullen that the minutes of November 12, 2007 be approved as presented. CARRIED

CHAIRPERSON'S REMARKS: Chair M. Wicklum welcomed Councillor Henry Noble to the Board and said she was pleased that Councillor Gord Beach will be staying on the Board. She went on to report on trustee meetings she has attended: a Trustee Council Meeting on November 3 for zones 7 and 8 which cover the area north of Renfrew to Cornwall; and an OLBA (Ontario Library Boards Association) meeting in Toronto on Nov. 23 at which she accepted the position of vice-president of the OLBA.

In Camera – Personnel Matter

It was moved by G. Beach and seconded by J. Huether that the meeting move in camera at 4:05 p.m. CARRIED

It was moved by G. Beach and seconded by J. Huether that the meeting come out of in camera at 4:55 p.m. without reporting. CARRIED

BUSINESS ARISING FROM THE MINUTES:

1. Finance:

The Library Finance Committee - Janet Wlodarczk, Margaret Williams and Cindy Fisher - met on November 20th with City Manager Bob Casselman, City Treasurer Donna Cyr and treasury staff to review the Library's 2008 budget. Mr. Casselman noted that our budget increase at 1.9% is within City guidelines.

2. OLA Super Conference, Jan. 30 to Feb.2, 2008: The Board was reminded of the early registration deadline of December 15, 2007.

3. Directional Signage: City staff are in the process of installing our signs.

ACCOUNTS: It was moved by J. Wlodarczyk and seconded by J. Huether that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of November 2007 in the amount of \$61,992.13 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 December board package, M. Williams reported as follows:

1. The Board approved meeting dates for 2008 as follows.: January 14, February 11, March 10, April 14, May 12, June 9, September 8, October 20 (Oct. 13 is Thanksgiving Day), November 10 and December 8. Meetings take place on the second Monday of each month at 4 p.m unless there is a holiday. City Clerk Sandra Seale will be informed.
2. A pro forma will be needed for books ordered in 2007 from the National Book Service but not received before fiscal year end , Dec. 31, 2007.
3. On Dec. 5th the CEO participated with SOLS consultant Peggy Malcolm as a member of the audit team for the Perth Public Library' accreditation review. She and Ms. Malcolm reviewed policies, action plans and materials prepared by the CEO, staff and Board and checked for compliance against the accreditation guidelines checklist.
4. The Board noted a new email address for Trustee H. Alexander.

NEW BUSINESS:

1. The Board received the draft 2008 Technology Plan in their board package. It will be reviewed at the January meeting.
2. J. Cullen agreed to act as the nominating committee for the annual meeting on January 14, 2008.

NEXT MEETING: Monday January 14, 2008 at 4 p.m. The annual meeting will precede the regular business meeting.

ADJOURNMENT: Moved by H. Alexander at 5:24 p.m.

CEO's report – December 3, 2007

Technology Plan:

I have included in the December board package a revised Technology Plan which includes an inventory of all the Library's computers, both public and staff. We revise this plan each year at this time. I have had discussions with John Peters, head of the City's M.I.S. department, about including the Library in his computer replacement program. I have forwarded a copy of the inventory to him.

Programming and Marketing:

Crystle Mazurek, a local teacher, presented a slide show and talk at the Library on Wed. evening November 21st about her work in India and the Indian Village Fund she has established. Mrs. Mazurek lived with her parents in India as a young child and considers the villagers she lived with a part of her extended family. Fifteen people attended this program and they were very positive about what they heard. The event was advertised in the *Recorder and Times* and on COGECO.

On Monday Nov. 26, the *Recorder and Times* published a front page article about the Brockville Climate Action Group's guest speaker, Danielle Schami who spoke about the pros and cons of ethanol production as a fuel alternative. The Brockville Public Library is mentioned in the article. We have been partnering with the Climate Action Group in their guest speaker program over the past few months.

Young Adult Services:

Our BLT (Brockville Library Teens) group is having a bake sale at the library on Saturday December 15th from 10 am to 4:30 pm. to raise money for the young adult department.

Children's Programs:

Registration has begun for our holiday programs which take place during the first two weeks of December. Among the special events planned is a musical entertainment for the whole family, *Christmas comes to Oz*, on Saturday December 8th at 10:30 a.m.; and Little Ray's Reptile Zoo featuring live lizards, snakes, turtles and tarantulas on Wednesday December 12th, 7-8 p.m.

Margaret Williams
CEO and Chief Librarian