

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – April 16, 2007 at 4:00 p.m.

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

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

APPROVAL OF THE AGENDA: It was moved by J. Huether and seconded by N. Van Ulden 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 G. Beach and seconded by J. Cullen that the minutes be approved with one correction. CARRIED

CHAIRPERSON'S REMARKS: M. Wicklum reported that she had attended a Trustee Council meeting in Renfrew on Sat. April 14, 2007.

IN CAMERA: It was moved by H. Alexander that the meeting move In Camera. CARRIED. The Board moved in camera at 4:11 p.m. It was moved by H. Alexander that the meeting move out of Camera without a report. CARRIED. The Board moved out of Camera at 4:35 p.m.

BUSINESS ARISING FROM THE MINUTES:

Nancy Van Ulden reported that the Mayors' Community Walk held on Sat. April 14, 2007 had raised over \$35,000 for local charities. Ms. Van Ulden was one of the coordinators of this event which was sponsored by the Volunteer Bureau. She and two other library trustees, Janet Wlodarczyk and Joan Huether, also did the walk from the old Phillips Cable parking lot to Hardy Park, to raise money for the library. Chair M. Wicklum expressed appreciation for this fundraising effort on behalf of the Board.

CORRESPONDENCE: Received from Lucille Roch, Deputy Minister of Culture, a letter dated April 11 2007, announcing ongoing changes to the Ministry's internal structure. Libraries now come under the Culture Policy Unit.

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 March 2007 in the amount of \$44,334.85 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 April board package, M. Williams reported as follows:

1. Circulation Statistics, March and year to date: Overall circulation of materials has gone up slightly between March 2006 and March 2007: 46,034 items circulated in 2007 as compared with 46,005 in 2006. However, the most dramatic increase is in the use of the Internet: 8370 people accessed the Internet as of March 2007 as compared with 7153 as of March 2006. Use of the library's databases has also gone up: 1047 in March 2007 as compared with 725 in March 2006.
2. Insurance report from the city: The C.E.O. received a memo dated April 12, 2007 from the City's treasury department entitled, *Updated values for our buildings/structures and contents/equipment*. The Brockville Public Library building has been valued at \$4, 281,700.00 and the contents at \$347,600.00.
3. Public Relations/Marketing:
 - a): The Library has agreed to sell twelve copies of *The story of Brockville: men and women making a Canadian community on the United States frontier, 1749-2007* by Glenn Lockwood. We will receive \$9.95 per book sold.
 - b) The C.E.O. has approved the library advertisement to be printed on the 2007 city tourism map.
 - c) The 5th Bi-Annual 1000 Islands International Tourism Summit takes place on May 10, 2007 at the Royal Brock Hotel. The C.E.O. has registered for this event at a cost of \$40.00.
7. New publication from SOLS: We have received a complimentary copy of the book, *Creating the future you've imagined: a guide to essential planning (The Library Development Guide #3)*, prepared by Anne Marie Madziak for Southern Ontario Library Service. It was published in Feb. 2007.
8. In Memoriam: Mr. Doug Grant died on April 5, two days after his 96th birthday. Mr. Grant was the retired vice-principal of the Brockville Collegiate Institute. After retirement, he was our Sunday librarian for a number of years in the 1980's. He was very much respected, admired, and liked by library staff and the community.

NEW BUSINESS:

1. Service review: H. Alexander reported that the Services Review Committee had met on March 19th and had reviewed the job description of the Manager of Public Services. He commented that he is finding the review process more useful than the usual strategic planning process. He expressed appreciation for the good will and assistance of the C.E.O. in what is proving to be a time-consuming task.

2. Finance:

- a) During the 2006 financial audit, the auditor noted that the Library Board had not formally designated a private donation for the *Roots and Wings Campaign*.

It was moved by C. Quick and second by H. Alexander that the Brockville Public Library Board approve that a donation of \$15,000.00 from a private donor, received in January 2006, be internally restricted to the library's *Roots and Wings Campaign*. CARRIED

- b) The Finance Committee met on April 2, 2007 to review the budget and presented an updated 2007 budget to the Board for its approval. The committee reported that the 2006 financial audit has been completed. The library has received an unexpected grant from the Minister of Culture of \$9,000.00 for improvement of literacy resources. It was moved by H. Alexander and seconded by N. Van Ulden that the Board accept the report of the Finance Committee. CARRIED.

3. Governance: It was moved by J. Cullen and seconded by J. Huether that the *Facilities Policy Manual* be approved with one revision under Facilities -1, #2. CARRIED

NEXT MEETING: Monday May 14, 2007 at 4 p.m.

ADJOURNMENT: Moved by H. Alexander at 5:20 p.m.