

**BROCKVILLE PUBLIC LIBRARY**  
**MONTHLY BOARD MEETING – May 14, 2007 at 4:00 p.m.**

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

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

**ABSENT:** H. Alexander and J. Huether

**APPROVAL OF THE AGENDA:** It was moved by C. Quick 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 C. Quick and seconded by G. Beach that the minutes of April 16, 2007 be approved as presented. CARRIED.

**PRESENTATION OF THE AUDITOR'S REPORT:** Mr. Michael McMahon, C.A., presented the audited financial statements for 2006 and requested the Board's comments and input. He stated that it is important for anyone reviewing the figures to have the explanatory notes beside them to refer to. He commented that the Library is well-managed, pointing to the higher than projected surplus at year end.

It was moved by J. Wlodarczyk and seconded by C. Quick that the Board approve the draft consolidated Financial Statements of the Brockville Public Library Board for year ended Dec. 31, 2006 as presented by a representative of our audit firm today. CARRIED

**CHAIRPERSON'S REMARKS:** M. Wicklum reported that she had attended a Trustee Council meeting at Augusta Township Public Library on Sat. May 5, 2007 and an Ontario Library Boards Association (OLBA) meeting in Toronto on Sat. May 12, 2007.

**IN CAMERA:** It was moved by J. Cullen that the meeting move In Camera. CARRIED  
The Board moved in camera at 4:45 p.m. It was moved by G. Beach that the meeting move out of Camera. CARRIED. The Board moved out of Camera at 5:50 p.m.

It was moved by N. Van Ulden and seconded by J. Cullen that the Brockville Public Library Board adopt "Personnel 18 – Leave of Absence" as amended. CARRIED.

**BUSINESS ARISING FROM THE MINUTES:** M. Wicklum gave a report on the third meeting of the Services Review Committee held on May 7, 2007. Other staff job descriptions were reviewed and possible ways of achieving savings were discussed. The CEO will investigate the pros and cons of installing a self-checkout system. M. Wicklum reported that H. Alexander has resigned from the committee and she asked for another trustee volunteer for the

committee. The City Manager Mr. Bob Casselman will attend the next Services Review meeting on Monday, May 28 at 4 p.m. to which all trustees are invited.

**CORRESPONDENCE:** A letter dated May 4, 2007 from the Brockville Community Foundation with a financial statement attached regarding the Brockville Public Library's endowment fund.

**ACCOUNTS:** It was moved by G. Beach and seconded by N. Van Ulden that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of April 2007 in the amount of \$50,125.29 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 May board package, M. Williams reported as follows:

**Incident Report:**

On May 9 at 3:15 p.m. staff observed a teenage boy beating up another smaller teenage boy by banging his head against a study carrel. This took place near the information desk on the second floor. The staff person on duty yelled at them to stop and said she was going to call the police, at which point the assailant left the building. The victim did not want an ambulance called and he also left. The CEO phoned the Brockville Police and was advised to write a letter banning the assailant from the library, quoting the *Ontario Trespass to Property Act*. This letter was sent to the boy's mother and a copy to the police. An incident report is on file.

**Tourism Summit:**

On Thursday May 10 the CEO attended the 5<sup>th</sup> 1000 Islands International Tourism Summit at the Royal Brock Hotel. In his opening address Mayor David Henderson commented that our economy is moving toward service and away from manufacturing and that it is a challenge to change focus. He said this area is a connected region, including both side of the border, and it is important to improve access and get rid of barriers to tourism such as cross border security issues.

Jim Brownell, parliamentary assistant to the Minister of Tourism, also talked about the passport issue at the border and said that Premier McGuinty and two western premiers had recently gone to Washington, D.C. to meet with officials there to discuss their concerns about a secure border vs. free flow of goods and people. (As an aside, Mr. Brownell helped to found the Lost Villages Museum to which our library's One Book One Community project in 2004 brought to public attention).

Gary DeYoung, director of the 1000 Islands International Tourism Council, gave an update on an international marketing initiative. The Bi-National Tourism Region was founded in 1956 and re-organized in 1997. It is dedicated to tourism and its ramifications. The area covered includes Jefferson County, New York State, and eastern Ontario. The current marketing campaign encompasses the area from Rochester, central Pennsylvania and Syracuse to Ottawa and has a \$100,000.00 budget. A 2007 marketing initiative will target military friends and families. Their

website [www.visit1000islands.com](http://www.visit1000islands.com) will be updated in 2007. They plan to create a photo library, a database of 700 to 1000 quality digital images.

Richard Innes spoke about the Premier Ranked Destinations Project. These destinations have been identified as Kingston, 1000 Island & Gananoque, Brockville & district, and Cornwall and the Seaway. He commented that cultural activities (theatre, fine art, music, museums, visual arts), as well as shopping and dining are key attractors. Heritage and history tours are becoming a more important segment of tourist attractions. However, he did not mention the importance to tourists of access to both the Internet and wireless access. At the lunch break I asked him if the audit team had talked to public libraries and he said no. I gave Mr. Innes a written list of the many ways that Brockville Public Library supports local tourism and enhances a visitor's experience of our beautiful city:

- Our staff is professional, knowledgeable, friendly and helpful.
- Our library is accessible to the physically challenged.
- We have clean accessible washrooms.
- We provide free Internet access and free wireless connectivity.
- We are a heritage building, a Carnegie library built in 1904, with roots going back to 1842 when a Mechanics Institute was founded by Brockville businessmen.
- We have local history and genealogy collections in print and microform formats.
- We display a permanent collection of drawings of Brockville and area scenes by local artist Robert Lindsay (1868-1938).
- We have monthly displays of the work of local artists, crafts people and collectors.
- We are open 51 hours per week (except during July and August when we close on Sundays).
- The Library is centrally located downtown, within walking distance of the river, shops, restaurants, LCBO, post office, etc.

Mr. Innes commented we should be open on Sundays in July and August to accommodate tourists.

I spoke with Jim Garrah, the Mayor of Gananoque who said he uses the Brockville Public Library when he has his car serviced at Beattie-Dodge; Mr. Parmar who owns the Royal Brock Hotel; Tom Hanley, president and general manager of WPBS-TV in Watertown, N.Y.; and Gloria Van Deusen who operates an RV trail park near Mallorytown. I took this opportunity to promote Brockville Public Library in particular and public libraries in general as key supporters of tourism.

**Doors Open, May 26:** Again this year the Brockville Public Library is participating in Doors Open Ontario, an annual celebration of the architecture and history of our province.

**Building Maintenance:** a) Falcon Security checked the fire alarm system today. b) TRS Heating & Cooling came back to check one HVAC unit last week when the temperature got warmer. They added refrigerant and checked operating and safety controls.

**NEW BUSINESS:**

The Finance Committee met on May 11, 2007. The Board agreed with the committee's recommendation that staff prepare a 2008 budget that comes in at a 1.5% increase. The CEO reviewed the quarterly budget report which the Board approved.

**NEXT MEETING:** Monday June 11, 2007 at 4 p.m.

**ADJOURNMENT:** Moved by J. Wlodarczyk at 5:45 p.m.