

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – June 11, 2007 at 4:00 p.m.

CALL TO ORDER: At 3:55 p.m.

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

ABSENT: J. Wlodarczyk

APPROVAL OF THE AGENDA: It was moved by J. Huether and seconded by H. Alexander that the agenda be approved as amended with four additional items 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 C. Quick and seconded by N. Van Ulden that the minutes of May 14, 2007 be approved as presented. CARRIED.

CHAIRPERSON'S REMARKS: M. Wicklum reported that she had introduced Dr. Ken Haycock, of Ken Haycock and Associates Inc., who gave a teleconference workshop on the topic "The Library's contribution to the Community". Mrs. Wicklum said she would share her notes with the board at the September board meeting.

BUSINESS ARISING FROM THE MINUTES: M. Wicklum gave a report on the fourth meeting of the Services Review Committee held on Monday May 28, 2007. Other library trustees attended this meeting which was attended by City Manager Mr. Bob Casselman. The Board suggested that perhaps there were areas, other than elevator maintenance, where we could work with the City to get group pricing; for example, for rug rentals, and carpet cleaning. We asked if the City would take over paying for maintenance work on the library HVAC units since the library is a city building. M. Wicklum asked Mr. Casselman for a list of communities that had already done a service review so that we could consult with them. Trustee C. Quick, a member of the board of the Federation of Ontario Public Libraries (FOPL), commented that he has asked for information from FOPL members about libraries which have done a service review. Mrs. Wicklum welcomed Mrs. J. Huether to the committee.

ACCOUNTS: It was moved by C. Quick 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 May 2007 in the amount of \$62,073.11 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:

Finance: Mrs. C. Fischer and the CEO have started to work on the 2008 budget. Due to the 2007 funding freeze, we have already had to cut \$18,000 from the 2007 budget and because we have been told we can no longer carry any surplus forward, we must cut \$20,000 from the 2008

budget. The Board has instructed that the percentage increase for 2008 should be 1.5% increase. For our preliminary look at 2008, we have carried forward the cuts already carried out in 2007 – in marketing, office supplies (mending tape, book laminate), and board training. In 2008 we are looking at cutting library materials (books and audio-visual materials), part-time salaries (both adult and pages), staff development, office supplies, and building maintenance. We are also considering transferring funds from the reserve for computer maintenance as we did in 2007. But these figures are all very preliminary; for example, we do not know how the 2007 cuts to hydro and gas costs will pan out as we face the summer heat. In order to reach the target of a 1.5% increase in the 2008 municipal grant, we recommend that the library close on Sundays in June and September. These closures are not out of line with what other libraries are doing in Ontario and we have done this in the past with a resulting savings of about \$2000. Salaries are another unknown. The Library is tied to the City for the achievement and maintenance of pay equity.

Provincial Literacy Grants:

On June 8, 2007 the Southern Ontario Library Service (SOLS) emailed Ontario public libraries on behalf of the Ministry of Culture asking for the names of municipalities that had clawed back library funding after the library had received an unconditional literacy grant from the Ministry.

Ms. Williams responded that Brockville Public Library had received an unconditional grant from the Ministry in 2006 for \$10,500 and in 2007 for \$9,000; and that the 2007 municipal operating grant had been frozen at 2006 levels. Ms. Williams went on to say that she could not say for certain that the funding freeze and these literacy grants were connected. She pointed out that the City of Brockville knew when its 2007 budget was being prepared that it was facing the cost of updating its sewage treatment facility; and after the 2007 budget was approved, the City learned that its share of the cost for the new St. Lawrence Lodge long-term care facility was much higher than forecast. The CEO concluded that the municipal funding cut was probably just a coincidence.

Monthly Board Package:

The CEO suggested that beginning in September, the monthly board package be sent out electronically resulting in savings to the library in postage, envelopes, paper, toner, and also staff time. Board discussion revealed that three board members are not able to receive attachments and one member does not have a home computer. It was agreed that those trustees will pick up their board package at the library and the remaining will receive their package electronically.

Professional Activities:

The CEO continues to participate on the Accreditation Guidelines Committee which meets by teleconference about once a month. The Council is finalizing the 4th edition of the Accreditation Guidelines.

Staff Development Workshop:

On Monday June 4th staff participated a day long in-house training session. Amanda Robinson, head of adult information services, reviewed the content and searching techniques of the Knowledge Ontario databases which have been made available free of charge by the Ontario government and are accessible from our library website. Ms. Robinson then gave us a hands on workshop on the latest edition of Microsoft WordPerfect software which has been loaded on all

staff and public computers. Lastly, Ms. Robinson presented an Ontario Library Association (OLA) workshop she had attended at the February O.L.A. Conference, *Tips for reawakening passion for your work*. The day concluded with presentations by Maureen Wharton, Manager of Public Services, on the OLA workshops she had attended: The Public Library as the heartbeat of the Community; Outreach Activities; Marketing; and Family Literacy. Staff discussed ideas for raising community awareness of the many non-print services and resources available at our Library; namely, free wireless and Internet access, and online databases.

Directional Signage:

On May 7 the CEO sent an email to City Clerk Sandra Seale asking about the status of the Library's request for directional signage for the library. She replied that a Senior Managers committee would be discussing this on May 8 and she would be in touch after that. On May 30th the CEO sent another email asking for feedback and Ms. Seale replied that, "this matter has turned out to be quite large in nature. A staff committee has been formed to determine the scope of the "sign committee" who will report back to SMT shortly. We will keep you apprised." On a related topic, the DBIA asked its members to respond to a survey about the pros and cons of heritage signage in the downtown. M. Williams answered the survey and also commented about the Library Board's difficulty in getting approval for directional signage. Dawn Edgley of the DBIA emailed the CEO on Monday June 11 offering to discuss our sign issue with Rob Hunter, marketing director for the DBIA, and see what can be done to help our situation along.

Promotional Signage:

Sambrook Media Corp. is offering a special promotion on advertising on bus benches and shelters. The Board approved the expenditure of \$150.00 for a four week session to advertise the Library's free Internet and wireless Internet access.

Friends of the Brockville Public Library:

The Friends held their annual meeting in the library meeting room on Wed. June 6. The slate of officers was approved as follows: Sara Easter, President; Barb Healy, Past-President; Jim Elks, Treasurer; and Frank Fairfax, Secretary. Wendy Trutnau and Jane Whiting continue as directors. Mr. Fairfax organized the used book sale again this year and reported that \$733.00 was raised in the sale held at the 1000 Islands Mall on June 1 and 2. The guest speaker was Chris Stesky, a former reporter with the *Recorder and Times*, who talked about how she began her career in journalism and her experiences over the past 20 years.

Building Maintenance:

The handrail in the public stairwell had to be re-attached to the wall. City staff recommended a handyman and the work was completed quickly. A locksmith had to adjust the main doors so that the locks would catch. The doors are too tall and heavy, causing ongoing problems with the locking mechanism.

Ministry of Culture Re-organization:

As a result of the re-organization of the Ministry of Culture there is no longer a stand-alone Library Services Unit. Instead, libraries are included in the new Culture Service Unit under the management of Michael Johnston. In a letter to Jane Horrocks, Chair of the Federation of Ontario Public Libraries (FOPL), Mr. Johnston stated that the change "is designed to strengthen our ability to serve the culture sector and our ministry stakeholders, including Ontario's public and First Nations libraries. While there is no longer a stand-alone unit public libraries, this in no way diminishes the ministry's commitment to serving the needs of the library community. We

continue to put a priority on ensuring that provincial resources are focused effectively to bring the greatest benefit to Ontario's libraries and library users. Our new structure will improve our capacity to work on behalf of Ontario's public libraries and to successfully promote their interests across the government." Mr. Johnston went on to say that "operational support for libraries will be provided by two units in the Programs and Services Branch. All of our library services that relate to grant funding and support will be administered by the Culture Programs Unit under the leadership of Neil Downs. All other library services that are not grant related (such as advisory services) will now be provided by the Culture Services Unit under my direction." Ms. Horrocks informed Mr. Johnston that the Federation is continuing to pursue a face-to-face meeting with the Minister of Culture (an exercise that began in March) to discuss the reorganization and other matters relating to FOPL members.

NEW BUSINESS:

Donations: After a brief discussion the Board approved the following motion: It was moved by J. Cullen and seconded by H. Alexander that the Brockville Public Library Board approves that any donations over and above the amount budgeted for in 2007 and subsequent years shall be transferred to the library reserve account with the City. CARRIED

Wattage meters: There was discussion about the proposal from Hugh Campbell of the Brockville Climate Action Group to make wattage meters available to city residents through the Library for a fee. The Board decided that this would give staff extra work and could also be a liability issue for the Library and declined the proposal.

C.E.O.'s 2007 work plan: Trustee Nancy Van Ulden presented a draft work plan for the C.E.O., the result of consultation with the C.E.O., and asked for input from the Board. The Board approved the work plan with some minor changes.

Response to Councillor Henry Noble's letter:

Councillor Noble researched activities at a number of Ontario libraries both through personal interviews and via the Internet and shared his findings with city council and the library trustees in a letter dated June 5, 2007. Library trustee Howard Alexander saw this as an opportunity to advocate for the Brockville Public Library and prepared a response which the Board reviewed and approved in principal. Mr. Alexander was directed to send his response to all the recipients of Mr. Noble's letter.

Federation of Ontario Public Libraries:

C. Quick is a member of the board of the Federation of Ontario Public Libraries (FOPL). He reported on a meeting he attended in Toronto at the Toronto Reference Library at which there was lengthy discussion about recent changes to the organization of the Ministry of Culture with focus on the province's current inadequate funding of public libraries. Mr. Quick offered his opinion that FOPL should direct more attention to municipal government funding of libraries because most library funding comes from municipalities. He wondered where the Association of Municipalities of Ontario stood on the issue of funding public libraries.

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

ADJOURNMENT: Moved by H. Alexander at 5:25 p.m.

C.E.O.'S REPORT – June 4, 2007

Doors Open, May 26: Again this year the Brockville Public Library participated in Doors Open Ontario, an annual celebration of the rich and varied architecture and history of Ontario communities. We displayed brochures about the library and information about artist Robert Lindsay. He was a local artist at the turn of the last century and a longstanding library trustee who helped to oversee the building of our Carnegie library.

Corporate Challenge:

On Saturday May 26th, I helped to officiate at the Corporate Challenge, an annual event that offers friendly rivalry among city organizations and businesses. It is also a fundraising event. This year, the proceeds were divided between Fun with Books and the YMYWCA's Adventure Camp for kids.

Brockville Climate Action Group:

Hugh Campbell, a founding member of the Brockville Climate Action Group, emailed me with the suggestion that many communities are making wattage meters available to their residents. These are similar in size to automatic timers and are plugged between electrical devices and wall outlets to measure hydro usage. Each device costs between \$50 and \$100. Mr. Campbell proposes that perhaps the BCAG could obtain a few of these meters, and asked if the library would be interested in handling the loaning of them. As a matter of coincidence, there has been recent chat about similar projects on the CEO's list-serve; for example, the following article:

GUELPH

Giorgio Boccalon demonstrated the "Kill a Watt" meter with a kettle.

The Guelph Hydro energy expert plugged one of the public library's 12 new palm-sized energy meters into an outlet. The kettle plugs into the meter. When the kettle is flicked on, the numbers on the meter go up as the water boils. "Now what's that telling us?" asked city Councillor Karl Wettstein who was on hand for the demonstration. "It's telling us how much power it's consuming," said chief librarian

Norman McLeod. The meters were made available to the public yesterday afternoon. Ten were already reserved. Library users can borrow the meters like books at any branch. At home they can plug their appliances into a meter to see just how much power the fridge, the computer or the air conditioner is using. Boccalon said the city got the energy-conservation idea to lend out the meters from other Ontario cities such as Thunder Bay and Oshawa that are doing the same.

Seminar for Seniors:

I attended Mr. Bob Runciman's information session for seniors, held at the Fuller building on Friday June 1st. Guest speakers (who included Mr. J. Simpson, Officer Doug Locke, Mr. L. Fielding and Mr.Keith Pelton) spoke about investing, wills and powers of attorney, and financial scams.

Margaret Williams
CEO and Chief Librarian