

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – JANUARY 14, 2008 at 4:00 p.m.

CALL TO ORDER: At 4:06 p.m.

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

APPROVAL OF THE AGENDA: It was moved by N. Van Ulden and second by G. Beach that the agenda be approved as amended to include 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 H. Alexander that the minutes of December 10, 2007 be approved as amended. CARRIED

CHAIRPERSON'S REMARKS: Chair M. Wicklum reported that the 2005 library statistics are now available on the Ministry of Culture website. She commented that the price per transaction at the Brockville Public Library is \$0.75, the fourth lowest rating in our population group. The number of libraries in our population group has dropped from 30 to 27. Mrs. Wicklum also commented that she wants the Ministry to supply a clear definition of "active cardholder", a statistic that is interpreted in a number of different ways by Ontario libraries.

IN CAMERA – PERSONNEL MATTER:

It was moved by G. Beach and seconded by C. Quick that the meeting move in camera at 4:25 p.m. CARRIED.

It was moved by G. Beach and seconded by C. Quick that meeting come out of camera at 4:40 without reporting. CARRIED

BUSINESS ARISING FROM THE MINUTES:

The CEO reported on the revised Technology Plan which the Board had received at the board meeting on December 10, 2007. Staff prepared an inventory listing all of the public and staff computers with the date purchased and their locations. A copy of this inventory was given to John Peters at the city to assist him in preparing a report recommending that the library be included in the city's computer replacement program. Councillor Beach commented that this matter is on the agenda at the next council meeting on Tuesday January 15, 2008.

ACCOUNTS: It was moved by J. Huether and seconded by H. Alexander that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of December 2007 in the amount of \$72,671.23 and that this be authority to pay same. CARRIED

The Board questioned the decision to renew membership in the Federation of Ontario Public Libraries (FOPL) for 2008 and instructed the C.E.O. to contact FOPL about the possibility of cancelling the membership and having the membership fee reimbursed.

REPORT OF THE C.E.O.: In addition to her written report which was distributed in the January board package, M. Williams reported as follows:

1. City Treasurer Donna Cyr has been informed that the amount of donations that should be treated as deferred revenue and transferred to the library's reserve account is \$2,871.00. We have requested approval from City Council to have this money transferred.
2. New statutory holiday in February: Premier Dalton McGuinty has announced a new holiday, Family Day, on the third Monday in February effective February 2008. Mr. Jim Baker, head of human resources for the city, was consulted regarding the implementation of this holiday as covered by the *Employment Standards Act*. After some discussion and after the Chair did a poll of the board, it was decided to await the city's decision on this matter.
3. Staff Christmas giving: Staff contributed money for the purchase of gifts for two children through the Salvation Army's Christmas tree program and also donated \$66 to Loaves and Fishes.
4. Fundraising in 2007: Adopt-a-book raised \$500. The sale of book bags made by members of the 1000 Islands Quilters Guild raised \$925 for our *Roots and Wings Fund*.
5. The *Recorder & Times* is launching a community bulletin board on their revamped website. The Library is registered to participate. We will be able to post events, upload photos, create online journals, etc.
6. Windstorm: A library patron brought in a pile of roof shingles thinking they had come off the library roof during last week's severe windstorm. I contacted city staff who responded quickly. After checking the library roof this morning they reported that the library roof was not damaged.
7. The Board received two articles in their board package: *Those painful library cuts? Saved a grand total of \$14,000*, National Post, Dec. 14, 2007; and *IU Kelley School report details value of libraries to Hoosier economy*, Indianan University, IU News Room, Dec. 11, 2007.
8. The CEO will be away from Jan. 28 to Feb. 1 at the OLA conference and then on vacation from Feb. 4 to Feb. 8.

NEW BUSINESS:

Finance:

1. a) Revised 2008 budget: On Jan. 2, 2008 city treasury staff informed the CEO that the City has approved a wage increase of 2.4% for non-union staff effective Jan. 1, 2008. When developing our 2008 budget, we had been told to forecast a 2% wage increase. In order to maintain a 1.9% increase in our overall 2008 budget we had to find \$1,590.00. Because the city needed our updated 2008 budget by Monday January 7 the Finance Committee consulted by email and decided to increase revenues for donations and fines to come up with these additional funds.

It was moved by N. Van Ulden and seconded by J. Huether: "As the result of the city's decision to grant a wage increase of 2.4% effective January 1, 2008, a decision that applies to library staff for the purpose of maintaining pay equity, that the Brockville Public Library Board approve a

revised 2008 budget with projected increases in fines and donations to cover the extra expense of this wage increase.” CARRIED

b) Maintenance of pay equity: It was moved by J. Wlodarczyk and seconded by N. Van Ulden: “For the purpose of maintaining pay equity, that the Brockville Public Library Board approve a 2.4% increase for library employees (excluding pages and the supply rate) effective January 1, 2008. CARRIED

c) Minimum wage: It was moved by J. Cullen and seconded by J. Huether: “ That the Brockville Public Library Board approve wage increases for pages effective March 31, 2008, starting rate \$8.20; after two years \$8.75.” CARRIED.

d) Budget presentation: The CEO will ask the city when the Library is scheduled to make its 2008 budget presentation to Brockville City Council.

2. Strategic Plan - 2008-2010: After some discussion the Board agreed to delay the preparation of a new strategic plan for the Library. It was noted that one of Mayor Henderson’s stated objectives in 2008 is to revise the city’s plan and that perhaps the Library should refer to the city’s plan when doing its own long-range planning.
3. Service Review: Chair Margaret Wicklum will present the Library’s Service Review report to City Council on Tuesday January 15 at 6 p.m. This report has been posted on the city website.
4. Library closure: A question was raised about who decides when to close the Library in the event of inclement weather. A case in point was the closure on Sunday December 16 because of a severe snowstorm. The CEO commented that she had consulted with Chair M. Wicklum who agreed to the closure. After some discussion, the Board instructed the CEO to prepare a policy that confirms current practice for handling such emergencies.

ADJOURNMENT: Moved by H. Alexander at 5:40 p.m.

CEO'S REPORT – JANUARY 2008

Incident Report:

At 4:30 a.m. on Dec. 30, 2007 I received a call from Falcon Security reporting that the motion detector had been activated at the circulation desk on the main floor and the police had been dispatched. I was already up because I was ill. I dressed and drove to the library, let the police in and we checked the area. There was no one in the building and we concluded that perhaps dangling Christmas ornaments had activated the motion sensor. An incident report is on file.

Holiday staffing:

One staff member was unable to work on Thursday Dec. 27th due to a death in the family. I worked at the adult information desk from 1-2 p.m. and reorganized staffing to cover the evening shift on the information desk.

Young Adult Services:

Our BLT (Brockville Library Teens) bake sale on Saturday December 15th raised \$470.00 for the young adult department. Staff, students and volunteers contributed baked goods.

Christmas Note:

One of our patrons gave the staff a card in which she said, "To the Library Staff: Many, many thanks to all of you for your attentiveness and for being so professional. You are a great credit to the community and much appreciated. Blessings and good health to all of you."

Ministry of Culture:

Ms. Marg Rappolt will be assuming the position of Deputy Minister of Culture on January 7, 2008, replacing acting Deputy David Lindsay who will be taking on a new role as Deputy of Natural Resources.

Margaret Williams
CEO and Chief Librarian