

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – October 20, 2008 at 4:00 p.m.

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

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

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

DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: No conflict of interest was declared. There was a brief discussion about possible conflicts of interest for city councillors who are both library trustees and city representatives on the library board. Chair M. Wicklum pointed out that as library trustees, city councillor representatives on the Library Board are expected to act in the best interests of the Library.

MINUTES OF THE LAST MEETING: It was moved by N. Van Ulden and seconded by G. Beach that the minutes of September 8, 2008 be approved. CARRIED

CHAIRPERSON'S REMARKS: Nancy Van Ulden reported that she and fellow board members Joan Huether and Chuck Quick had participated in our official Monday re-opening event that morning as part of Ontario Public Library Week. Staff had prepared coffee and juice and plates of cookies. Ms. Van Ulden also contributed homemade cookies. She commented that many patrons immediately went upstairs to get books or use the Internet and parents came with their children. A retired couple commented that they use the library's Internet service rather than purchasing a home computer and Internet connectivity. Mrs. Huether said she chatted with patrons waiting at the door for the library to open and their comments about Monday service were very positive.

BUSINESS ARISING FROM THE MINUTES:

1. Governance: It was moved by C. Quick and seconded by G. Beach that the Board adopt a new board by-law as follows: The Chair - or the Vice-Chair in the event of the absence of the Chair - of the Brockville Public Library Board may arrange for a teleconference or e-mail communication among Board members to deal with urgent matters that may fall outside the regularly scheduled Board meetings. This option will be avoided if at all possible and a quorum as defined in the Board's bylaws will be necessary to proceed in this manner. All decisions will be ratified at the next scheduled Board meeting.
2. Ontario Public Library Week and Canadian Library Month activities: CEO M. Williams was interviewed on the radio today at 7:10 a.m. by Bruce Wylie. Paid advertisements were recently published in the Recorder and Times and the St. Lawrence EMC announcing special programs and new service hours. On October 18 the Recorder and Times published a free banner advertisement for Brockville Reads, our community reading project. On Tuesday October 21 staff will conduct a membership drive at the Tait's uptown location on Parkedale Avenue.
3. Building Maintenance: At the September meeting the Board directed the CEO to request the city for reimbursement of invoices for structural repairs and roof leaks (\$635) that occurred over the summer. The CEO reported that she sent an email to the city Treasurer Donna Cyr to this effect and received her reply on October 10 that the structural work (\$407.30) would be

reimbursed but not the roof work as this was deemed "normal maintenance (though unexpected)". The CEO had asked Eastern Engineering to look at the flat roof in the 1970's addition to the library and they checked the roof on August 21. On Oct. 10 the CEO received a report from Larry Fancy at Eastern Engineering: "Water flows off the sloped shingled roof through downspouts onto the flat roof near the HVAC units. There appear to be issues with flashing and rusting to the HVAC units. The main area of the flat roof was replaced during the 1996 expansion. The original contract called for resealing but Change Order No. 22 approved a new membrane over top of the existing membrane. As such the roof is probably ready to be replaced in 3 to 8 years." In the interim, Mr. Fancy recommended "removal of the metal flashing and re-saturating the top coat in the area of the wall and HVAC unit." The estimated cost for this work is \$5,000. In light of this report, the CEO emailed Mrs. Cyr and requested that she reconsider the decision not to reimburse the library for its 2008 roof maintenance costs.

The CEO told the Board that she had called in Jensen Plumbing, Lundy Mechanical and TRS Heating in an effort to identify the origin of the water leakage problems, basing this decision on past problems with leaking pipes in the ceiling, and clogged roof drains. As it has turned out, there are serious concerns about the viability of the flat roof that normal maintenance will not cover. The matter of reimbursement for our bills for recent roofing issues has been deferred to the city's Finance & Administration Committee at its November meeting.

The Board advised that in future, the City should be consulted first about any major repair problems at the Library because it is a city-owned building. In the meantime, councilors Beach and Noble will discuss this matter with City Manager Bob Casselman and with Mrs. Cyr.

CORRESPONDENCE: Dated September 24, 2008 from City Clerk Sandra Seale, confirmation that City Council has declared October 19 to 25, 2008 as Ontario Public Library Week in the City of Brockville.

ACCOUNTS:

It was moved by C. Quick and seconded by G. Beach that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of September 2008 in the amount of \$62,328.36 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 October board package, M. Williams reported as follows:

1. **Building Maintenance:** The faulty heat exchanger in one of the rooftop HVAC units was replaced on Friday Oct. 10. Oil burned off during the installation causing the library's smoke alarm to go off. Falcon Security dispatched the fire department who responded promptly. Staff quickly cleared the building. Firefighters checked the building. After about twenty minutes, customers and staff were able to reenter the building.
2. **Community Access Program (CAP):** Industry Canada recently announced renewed funding to hire a CAP student and staff immediately applied for a grant. A student has been hired and we are advertising computer and Internet training with in house flyers and on our website. The current program runs until March 31, 2009.

NEW BUSINESS:

1. **Deferred Revenue Accounting:** Library Board treasurer Janet Wlodarczyk suggested that the Board consult with the library's auditor about segregating all monetary donations into a deferred revenue balance sheet account. The concern is that money donated by patrons should not be included in any bottom-line surplus to be handed back to the city. The Board agreed to a consultation and also decided to postpone a decision on the 2007 surplus until they have heard from the auditor.
2. **2009 draft Budget review:** The Board reviewed the draft 2009 budget prepared by Library Board's Finance committee members Janet Wlodarczyk, Margaret Wicklum and Margaret Williams. An opinion was expressed that the 2009 salary line did not reflect projected savings due to the declared redundancy of one full-time professional position. The CEO pointed out that in 2009 we are paying out a former full-time professional staff member from January to October and at the same time we are paying a part-time contract person. In addition, the city has instructed us to budget for a 2.5% salary increase, minimum wage is going up 8.5%, and some members of staff are due pay increments. The Board noted that the city has agreed to take responsibility for the library's post-retirement liability, thereby freeing money previously set aside in the library reserve for this expense. Therefore, the Finance Committee was instructed to revise the draft budget and to incorporate monies from the reserve to cover extra expenses on the salary line in 2009.

NEXT MEETING: Monday November 10, 2008 at 4 p.m.

ADJOURNMENT: Moved by H. Alexander at 6:05 p.m.