

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – November 10, 2008 at 4:00 p.m.

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

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

ABSENT: H. Alexander and N. Van Ulden

APPROVAL OF THE AGENDA: It was moved by J. Huether and seconded by C. Quick that the agenda be approved as amended under business arising from the minutes and new business. CARRIED

DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: None was declared.

MINUTES OF THE LAST MEETING: It was moved by C. Quick and seconded by H. Noble that the minutes of October 20, 2008 be approved. CARRIED

CHAIRPERSON'S REMARKS: Chair Margaret Wicklum thanked fellow library trustee Janet Wlodarczyk for nominating her for the Brockville and District Chamber of Commerce's Community Excellence Award. The awards ceremony takes place on November 13, 2008.

BUSINESS ARISING FROM THE MINUTES:

1. Finance:
 - a) 2009 Budget: It was moved by J. Wlodarczyk and seconded by H. Noble that the Brockville Public Library approve the 2009 budget submission at \$565,000 with amendment to books and Board professional development to \$54,799 and \$1,500 respectively as discussed. CARRIED. A copy of the 2009 budget is appended to these minutes.
 - b) 2008 Budget Forecast: The Board received the 2008 budget forecast to October 31, 2008.
2. Building maintenance items: The CEO is following up the Board's request for reimbursement of certain 2008 maintenance items with the city treasurer.
3. Deferred revenue accounting: J. Wlodarczyk commented that the Library's auditor has advised that we must recognize donations at the time they are received in the income statement but he agrees that these monies would not be considered part of any bottom line surplus to be returned to the City.
4. 2007 Budget surplus: It was moved by J. Wlodarczyk and seconded by J. Cullen that the Brockville Public Library returns to the City of Brockville, surplus balance from 2007 excluding any part thereof derived from donations which will be retained by the Library. CARRIED
5. Strategic Planning: The Board decided to strike a committee to study the possibility of using technology to better serve north end city residents. The Board agreed that Councillor Noble should write a letter to the City requesting a grant of \$70,000.00 over two years to implement recommendations related to this use of technology should they be adopted by the Board.

ACCOUNTS: It was moved by J. Cullen and seconded by C. Quick that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of October 2008 in the amount of \$63,182.17 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. Membership statistics:** A recent report on the distribution of library memberships in the City of Brockville shows that there are 2169 memberships in the city centre, 1554 in the east end, 1426 in the west end and 1982 in the north end for a total of 7077 households. In addition, we have 535 Elizabethtown/Kitley members, 84 Augusta Township members and 381 in other townships. The total number of memberships as of November 3, 2008 was therefore 8077. The CEO pointed out that in most cases a single membership is used by a number of family members; for example, one non-resident membership could be used by two family members or more. This means that the total number of users is much higher than 8077.
- 2. Writers' Ink awards ceremony:** On Sat. Nov. 8 at 11 a.m., the CEO (who was one of the contest judges) participated in the awards ceremony for the short story contest run by Writers' Ink in partnership with *The Recorder and Times*. The Library's community reading event, *Brockville Reads*, was promoted in this competition through this year's theme, Freedom and in advertising for this contest.
- 3. Brockville Reads:** The Library's *Brockville Reads*, our community reading project featuring the award-winning novel *The Book of Negroes* by Lawrence Hill, was officially launched in two front page articles accompanied by a photograph of the organizing committee in the *Celebrations* section of *The Recorder and Times* on Sat. Nov. 8th. Reporter Ron Zajac read the book and then interviewed author Lawrence Hill by phone. He wrote an excellent article about our community literary event and also wrote a personal essay on his reaction to Mr. Hill's novel, *The Book of Negroes*. The committee has developed a very positive partnership with the newspaper and with Leeds County Books to promote this literacy project. The committee is already planning more publicity in 2009 as the actual date of Mr. Hill's visit in February 2009 approaches.
- 4. Ontario Library Association 2009 Super Conference:** Early bird registration is now open until December 7th. The conference planning committee has planned an exciting and dynamic program based on the theme *You Live, You Learn: You. Your Library. Your Community*. The 2009 conference will take place Wednesday, January 28th to Saturday, January 31st with four days of sessions, pre-conference sessions, plenary speakers, tours, vendor exhibits, parties and much more. The line-up of plenary speakers this year includes Richard Florida, Michael Enright, Cynthia Nikitin, and Eleanor Wachtel to name just a few. Justin Trudeau will be the featured speaker at the gala closing luncheon on Saturday, January 31st. Details regarding the full program, registration, and hotel information can be found at

<http://www.accessola.com/superconference2009/index.html>.

Promotion: The Brockville Public Library is listed with our telephone number as an attraction on the back of the DBIA's attractive new colour brochures, *Downtown Guide*.

City Website: The Library's website is now listed on the new city website (launched on July 24, 2008) but access is circuitous: click on [About Brockville](#), then on [City Websites](#). We are not listed on the [Home Page](#) with other city websites such as the Brockville Arts Centre, Brockville City Airport, Brockville Tourism, etc. A photograph of the Brockville Public Library, which was submitted some weeks ago, is now on the City website. Click on [About Brockville](#), go to [Photo Gallery](#) and then choose [Heritage](#).

NEW BUSINESS:

1. Strategic Planning: The Brockville Public Library's current strategic plan expired in 2007. It was therefore decided to strike a committee to develop a new strategic plan. Committee members are M. Wicklum (ex officio), H. Noble., N. Van Ulden, J. Huether, J. Cullen, and M. Williams.
2. Governance: M. Wicklum announced that Howard Alexander has resigned from the Library Board. The City recently advertised one citizen vacancy on the Library Board. Mr. Alexander's resignation means that we now have two vacancies for citizen representative on the Board. CEO M. Williams suggested that an advertisement be placed in the *Recorder and Times* advertising these vacancies and outlining the duties and responsibilities of library trustees and the Board agreed.
3. Succession planning: The Board struck an ad hoc committee to begin succession planning. The members are J. Wlodarczyk, J. Cullen and N. Van Ulden.
4. H. Noble put forward two motions, one recommending staffing levels and the other requesting the CEO'S estimated retirement date. After some discussion, both motions were withdrawn.

NEXT MEETING: Monday December 8, 2008 at 4 p.m.

ADJOURNMENT: Moved by G. Beach at 5:40 p.m.