

**BROCKVILLE PUBLIC LIBRARY**  
**MONTHLY BOARD MEETING – March 17, 2008 at 4:00 p.m.**

**CALL TO ORDER:** At 4:00 p.m.

**PRESENT:** M. Wicklum, N. Van Ulden, C. Quick, H. Alexander, J. Huether, H. Noble and M. Williams.

**Absent:** J. Wlodarczyk, J. Cullen and G. Beach

**APPROVAL OF THE AGENDA:** It was moved by C. Quick and second 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 H. Noble and seconded by J. Huether that the minutes of February 11, 2008 be approved. CARRIED

**IN CAMERA – PERSONNEL MATTER:** It was moved by H. Noble and seconded by J. Huether that the meeting move in camera at 4:07. CARRIED. It was moved by H. Noble and seconded by J. Huether that the meeting come out of in camera at 4:29 p.m. without reporting. CARRIED.

**BUSINESS ARISING FROM THE MINUTES:**

1. Policy: It was moved by N. Van Ulden and seconded by H. Noble that the Brockville Public Library Board approve a new policy, *Facilities -10 Inclement Weather/Emergency Closing*. CARRIED
2. Service Review: It was moved by J. Huether and seconded by C. Quick that the Brockville Public Library Board approve the Brockville Public Library Service Review Report as presented to Brockville City Council on January 15, 2008. CARRIED

**CORRESPONDENCE:** Received from the Ontario Library Association, a thank you card for our donation of a book for a silent auction at the recent OLA Conference. This auction raised \$20,000 for the Larry Moore Fund, established to honour retiring OLA Executive Director Larry Moore.

**ACCOUNTS:**

It was moved by J. Huether and seconded by C. Quick that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of January 2008 in the amount of \$54,321.05 and that this be authority to pay same. CARRIED

It was moved by H. Alexander and seconded by H. Noble that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of February 2008 in the amount of \$63,171.99 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 March board package, M. Williams reported as follows:

1. Closures: Due to heavy snowstorms the library was closed on Sat. March 8 at 1 and Sunday 1 to 5 (a total of 8 hours). The CEO consulted with Board Vice-President Nancy Van Ulden. The sidewalk on Buell Street from George to King was not plowed until late Monday March 10.

However, the sidewalk on the south side of George Street was plowed on Saturday March 8. The CEO will investigate the City's policy on sidewalk snow removal.

2. FOPL membership: We have been informed that we will be refunded \$700 for the 2008 membership. FOPL has now established a policy to handle decisions such as ours to withdraw their membership, and is charging \$50 as an administration fee.
3. National Book Service announced that they are going out of business at the end of March. We have dealt with this company for more than 30 years. We have negotiated a new contract with White Hots, another Canadian company.
4. Hydro One notified us that there will be a planned power outage on March 18 from 6 to 9 a.m. We have shut down the main computer and turned off all computers in the building to protect against a power surge when power is restored.
5. City treasurer Donna Cyr has invited staff to attend information sessions in March/April on the government's Public Sector Accounting Board (PSAB) project. We are also invited to attend a planning session that will begin the investigation of a new financial computer system for the city.
6. We were informed in a memo from city treasurer Donna Cyr dated March 3, 2008 that the Library is now included in the city's computer replacement program.
7. Margaret Beckman, professional librarian and library consultant, died on Feb. 28, 2008 in her 84<sup>th</sup> year after a long illness. Mrs. Beckman was hired by Eastern Engineering to advise them about library layout and lighting during the 1995/96 expansion of our Carnegie library. Her knowledge and advice were a tremendous help starting with a feasibility study and then with the design of the new building. Mrs. Beckman, an expert on Carnegie libraries, wrote *The best gift: a record of the Carnegie libraries in Ontario*.

**NEW BUSINESS:**

1. We were informed in a memo from city treasurer Donna Cyr dated March 3, 2008 that, in accordance with an agreement reached in 2004, payments of the Brockville Public Library's municipal operating grant will be done quarterly as follows: \$136,919.50 on Jan. 1, \$142,139.50 on April 1, \$139,529.00 on July 1, and \$139,529.00 on October 1, 2008.
2. The Board received the *Facilities Policy Manual* for review at the April board meeting.
3. The CEO presented a report on 2007 *Roots and Wings* expenditures. She recommended spending \$21,285.00 from *Roots and Wings* funds in 2008 on library materials, marketing and programming. The Board accepted these recommendations.
4. Mrs. C. Fischer completed the 2007 annual survey for the Ministry of Culture and has submitted it electronically. Board Chair M. Wicklum and the CEO signed the paper copy. In order to receive our provincial operating grant, we must conduct a statistical usage survey in November and submit a report in accordance with the government's deadline.

**NEXT MEETING:** Monday April 14, 2008 at 4 p.m.

**ADJOURNMENT:** Moved by H. Alexander at 5:05 p.m.

## CEO'S Report – March 2008

### **1. Finance:**

On Wed. Feb. 20, the City staff sent an email with information about increases in benefits starting Feb 1: dental has gone up over 10% and extended health has gone up over 6%. We had budgeted an increase of about 4.5%. Due to these increased costs we will be over budget in these budget lines by a total of \$770.00

### **2. Building Maintenance:**

The City has hired Eastern Engineering to do an audit of city buildings with a view to planning long-term maintenance costs. Larry Fancy and Matt Morris visited the library on Thurs. Feb. 21. They discovered that a bulkhead along the back wall of the children's workroom (located on the main floor) has come away from the ceiling leaving a 2 inch gap. Three light fixtures that are connected to the bulkhead are becoming detached from the ceiling.

I have consulted with city staff, an electrician and with Eastern Engineering about what the best course of action is. Peter Amo, a city staff member, arranged for a carpenter to come this morning (March 3) to build a wall to support the bulkhead. I have asked Eastern Engineering to look at the original drawings and advise me about how to refasten the light fixtures.

I have reported this problem to City treasurer Donna Cyr as a health and safety issue and a budget concern. The Library does not have the money in its 2008 building maintenance budget to pay for this unforeseen expenditure.

### **3. Policy Review:**

I had proposed that we begin our review of library policies with the circulation manual. However, this is a large document and the staff needs more time to review it and to prepare a report for the Board. Therefore, we will start with the Facilities Policy Manual, a copy of which you have received in your board package for review at the April board meeting.

### **4. Public relations/Marketing:**

On Wed. Feb. 27 I attended a DBIA event held at the new Wedgwood Retirement Home. There was a presentation about the proposed creation of an artificial reef near Brown's Bay for diving enthusiasts.

Margaret Williams  
CEO and Chief Librarian