

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

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

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

Absent: G. Beach

APPROVAL OF THE AGENDA: It was moved by H. Alexander and second by C. Quick that the agenda be approved. CARRIED

DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: No conflict of interest was declared.

MINUTES OF THE LAST MEETING: It was moved by J. Huether and seconded by H. Noble that the minutes of March 17, 2008 be approved. CARRIED

CLOSED MEETING – PERSONNEL MATTER: It was moved by H. Noble and seconded by N. Van Ulden that the meeting move into a closed meeting at 4:05. CARRIED. It was moved by H. Noble and seconded by C. Quick that the meeting come out of in camera at 4:20 p.m. CARRIED. It was moved by C. Quick and seconded by H. Alexander that the decisions made in the closed meeting be implemented. CARRIED.

It was moved by C. Quick and seconded by H. Alexander that the decisions made in the closed meeting be implemented. CARRIED.

BUSINESS ARISING FROM THE MINUTES:

Policy: It was moved by J. Wlodarczyk and seconded by J. Cullen that the Brockville Public Library Board approve the *Facilities Policies Manual* as amended. CARRIED

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 March 2008 in the amount of \$55,810.27 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. Federation of Ontario Public Libraries (FOPL):** The Board received a copy of a letter distributed by FOPL outlining the issues raised at a recent meeting of FOPL executive with Minister of Culture Aileen Carroll.
- 2. Partnership with Brockville Mental Health Centre:** The Brockville Public Library has entered into a partnership with the Brockville Mental Health Centre. The purpose is twofold: to make this special book collection more widely available and to raise awareness of the resources available at both the Brockville Mental Health Centre and the Brockville Public Library. There will be a special event at our library during **Mental Health Awareness Week** in May to launch this partnership.

3. **Student coop placement:** A new graduate from the library technician program at Algonquin College is doing a three-week job placement with us toward completion of her course work.
4. **SOLS workshop:** On Friday April 25th, we are hosting a SOLS workshop, "**Helping Genealogists Climb Family Trees: How to get them to your library and keep them there!**" Because we are hosting this workshop, we can send one staff member free of charge.
5. **Ontario Government funding announcement:** In a series of surprise announcements, the Ontario government has unveiled \$75.5-million worth of last-minute grants to major cultural institutions. The surprise grants are being paid out of fourth-quarter revenues from the previous fiscal year, but also appear to be part of a strategy on the McGuinty government's part to invest more heavily in arts and culture. In last week's budget, Finance Minister Dwight Duncan announced he would be adding \$64-million to the Culture Ministry's total budget over the next four years, beginning with the fiscal year that started this week.

Knowledge Ontario will receive an additional \$5 million grant to sustain its projects and services. Together with a 2006 grant of \$8 million, the Government of Ontario through the Ministry of Culture has committed \$13 million over four years to fund the development of Knowledge Ontario as a unique collaborative partnership of Ontario's 6,500 libraries including public libraries, school libraries, university and community colleges libraries and government libraries.

This funding enables Knowledge Ontario to support the renegotiation of electronic databases through **Resource Ontario**, and to continue to develop services and explore partnerships through **Ask Ontario, Our Ontario, Connect Ontario, Teach Ontario and Video Ontario**.

Knowledge Ontario will continue to partner with the Government of Ontario and its various ministries to support libraries to address the digital divide and to create a smarter, digitally literate, more inclusive and innovative Ontario.

Other grants include \$10-million toward a planned expansion of the Toronto Reference Library, and \$15-million for the operations of the Southern Ontario Library Service.

NEW BUSINESS: The Board received the Reference Policy Manual for review at the May meeting.

NEXT MEETING: Monday May 12, 2008 at 4 p.m.

ADJOURNMENT: Moved by H. Alexander at 5:15 p.m.

CEO'S REPORT – APRIL 2008

1. In the March 26/08 *SIGNAL*, the SOLS online newsletter, there are two reports about staffing issues:
 - a) SOLS CEO salary survey:

In December 2007, Southern Ontario Library Service conducted a survey of CEO salaries. Completed questionnaires were received from 133 out of a possible 191 libraries in SOLS, representing a 70% participation rate.

Key Findings:

- Over the five years since the last salary survey, the average maximum salary for full-time library CEOs has gone up by 16%, which is more than the 11% increase in the Consumer Price Index but less than the 21% increase in average hourly wages reported by Statistics Canada for Ontario.
- There is a positive correlation between higher maximum salaries for the CEO and 1) higher population, 2) higher operating expenditure and 3) more staff.
- The positive correlation is not so clear between higher maximum salaries and the number of library branches. That is, some CEOs in libraries with many branches have lower salaries and some with fewer branches have higher salaries.
- Respondents who identified themselves as having control of a municipal service are paid 21% more than other full time CEOs responsible for the library only.
- Most respondents reported a salary range for the CEO with about 20% difference between the minimum and the maximum rate. The most common type of progression from minimum to maximum was by an average of five pre-determined steps in the range. The majority of CEOs are not eligible for salary bonuses above the maximum of their ranges.
- 64% of respondents reported that their salaries are based on comparison with other municipal jobs. The most frequent comparator was Director/ Department Head (40%); although there was a large number who chose the "other" category and their titles were varied.
- Half of the respondents identified an MLS/MLIS as the education level required by the job and they had the highest salaries. 12% reported that EXCEL is required.
- Most (75%) respondents do not work in unionized libraries. Full time CEOs whose staff belong to a union earn 33% more than those in a non-union libraries. However, since most unionized libraries are in large communities, the higher salaries may be a factor of size rather than union status.
- The majority (77%) of CEOs have benefit plans. Compensating time equal to time worked was the most frequently mentioned additional perquisite. Full time CEOs are eligible for 27 vacation days per year on average and half get between 30 and 34 days per year.
- On average, CEOs are paid 45% more than their highest paid subordinates.
- 11% of CEOs reported that they are eligible to retire now. A total of 27% can retire within four years.
- Over half of the respondents had their job descriptions updated one or two years ago, and 85% had their salaries adjusted within the last year.
- Libraries located in the Golden Horseshoe region of Ontario are paid 26% higher than the overall average, with Western, Central and Eastern Ontario regions paid less than the average.

A copy of the full report will be posted shortly on the SOLS website at www.sols.org

- b) Staffing the future of public libraries:

While a growing number of public libraries engage in planning as a critical management activity, far fewer have brought the same level of strategic thinking and planning to the library's human resources (staff). The seminal study, *The Future of Human Resources in Canadian Libraries* (2005), also known as the 8Rs Report, found that only one in 10 libraries has a succession plan in place. This is despite the

alarming reality that one in four professional librarians is 55 years of age or older and 16% of the profession is expected to retire by 2009. Included in this 16% are many of our libraries' leaders and the situation is even more tenuous given that, in many cases, their would-be successors are expected to retire at the same time or soon after. The study also found that a great many library employees not retiring in the foreseeable future are interested in assuming more of a leadership role but feel they need more training and support to do so. This good news means that if libraries get serious about succession planning, including identifying and grooming talent currently on staff, planning for and recruiting new talent, and planning for the training and development they will need, it is entirely possible for the library community to avoid a leadership crisis.

This spring, SOLS is offering a half-day workshop on succession staffing, presented by renowned library consultant, Rebecca Jones. The workshop will provide trustees, CEOs and managers with practical approaches to the work of assessing, planning and meeting future staffing needs.

This workshop will be held in two locations:

Thursday, May 15, 2008 from 10am to 1pm, Oshawa Public Library – McLaughlin Library – Main
Thursday, May 22, 2008 from 10am to 1pm, Brantford Public Library – Main, Auditorium

For complete information about this workshop and to register, please visit the SOLS website page <http://www.sols.org/librarydev/training/clinicsworkshops/workshop6.htm>

2. Dr. Karen Hitchcock, Principal and Vice-Chancellor of Queen's University, will be the guest speaker at a joint Rotary/Chamber of Commerce luncheon at the Brockville Country Club on Monday April 14th at 12 noon. Dr. Hitchcock's topic will be Strong Partnerships-Strong Communities. As we know that strong libraries build strong communities, this topic should be of interest to the Library. The cost for Chamber members is \$20.00. Please RSVP Jack Henderson at 613-342-6691 by noon on April 10th.

Margaret Williams
CEO and Chief Librarian