

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING – May 12, 2008 at 4:00 p.m.

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

PRESENT: M. Wicklum, J. Wlodarczyk, J. Cullen, C. Quick, H. Alexander, J. Huether, G. Beach, and M. Williams; and guest Michael McMahon, chartered accountant with the firm of Bennett, Lewis, McMahon, Stillar Chartered Accountants.

Absent: N. Van Ulden and H. Noble

APPROVAL OF THE AGENDA: It was moved by C. Quick and second by J. Huether that the agenda be approved as amended with two items added under new business. CARRIED

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

MINUTES OF THE LAST MEETING: It was moved by C. Quick and seconded by J. Cullen that the minutes of April 14, 2008 be approved. CARRIED

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

CHAIRPERSON'S REMARKS: Margaret Wicklum reported that she and Chuck Quick had attended the official launch of the resource-sharing partnership between the Brockville Public Library and the Brockville Mental Health Centre's Mental Health and Addiction Resource Centre on May 6th at our library. She commented that this is a very positive arrangement for both libraries and will benefit community members.

AUDITOR'S REPORT: Mr. Michael McMahon presented the draft 2007 audited financial statements. After a lengthy discussion, the Board requested some changes to this draft. At the June meeting the final report of the Library's financial position will be reviewed and approved.

There was also a discussion about the expenditure of Roots and Wings funds. The following motion was moved by J. Wlodarczyk and seconded by G. Beach: The Board has determined that for 2007 and henceforth, all Roots and Wings eligible expenditures will first be paid out of the externally restricted Roots & Wings donations reserve and only thereafter (once this reserve is diminished) will these expenditures be funded using the bequests that were designated to Roots & Wings by the Board. CARRIED

BUSINESS ARISING FROM THE MINUTES:

1. CEO M. Williams presented a report to the Board recommending that a person be hired for a contract period from Sept. 2, 2008 to March 29, 2009. This position would be part-time, twenty-five hours per week, at an hourly rate of between \$14.20 and \$15.90 depending on relevant experience. Duties would include delivery of children's programs and assisting at the circulation desk. The salary cost in 2008 would be \$10,000 on the salary line and \$6,000.00 in 2009. These amounts include the Board's portion of mandatory benefits. The Board directed the CEO to proceed with hiring someone immediately.

ACCOUNTS:

It was moved by J. Huether and seconded by J. Cullen that the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of April 2008 in the amount of \$55,595.17 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 March board package, M. Williams reported that the Library will be participating in a Seniors' Expo at the local YM/YWCA sponsored jointly by Bayshore Home Health and the YM/YWCA. The theme is "Caring for your health." Friends of the Library's annual book sale will take place at the 1000 Islands Mall on May 30 and 31. Staff plans to put a community survey form on the Library's website to get public input on the library's programs and services.

NEW BUSINESS:

1. Use of volunteers at the Brockville Public Library: This item was postponed to the June meeting.
2. Membership in the Chamber of Commerce: The Board decided to maintain membership in the Brockville & District Chamber of Commerce for 2008.
3. Quarterly budget report: This item was postponed to the June meeting.

NEXT MEETING: Monday June 9, 2008 at 4 p.m.

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

REPORT OF THE CEO – MAY 2008

Power Outage:

There was a power outage on Friday April 18, from approximately 1:50 p.m. to 3:50 p.m. I closed the Library at 3:00 p.m. When the power came back on at 3:50 p.m. at my home, I returned to the Library, turned on the main server, turned off lights and public computers, and set the security code.

Insurance:

The City is currently in the process of a "Request for Proposals" with respect to its corporate insurance coverage. As part of that process, prospective bidders toured the Library on Friday, April 18 at 2:15 p.m. Despite the power outage, the insurance representatives were able to get the information they needed.

Building maintenance: HVAC unit

During its semi-annual maintenance check of the rooftop HVAC units, TRS Heating and Cooling discovered that one of the units will require replacement of a heat exchanger and burner, components that are required to heat the building. Fortunately, this unit can still provide air conditioning. I am waiting for quotes for replacement costs.

Friends of the Brockville Public Library Executive Meeting:

The Friends' executive met at my home on Sunday April 27, 2008 at 2 p.m. The current executive members are Sara Easter, President; Barb Healy, Past-President; Jim Elks, Treasurer; and Frank Fairfax, Secretary. The main topic was the planning of the used book sale on Friday May 30 and Saturday May 31 at the 1000 Islands Mall. The challenge is going to be getting able-bodied help to transport many boxes of books to the Mall on the evening of Thursday May 29. Library staff will post a schedule at the circulation desk and ask customers if they can help; and we'll post information on our website.

An annual meeting is being planned for the beginning of June. At that time, the current executive will step down. The future of our Friends of the Library will rely on other interested volunteers coming forward to replace these longstanding, hardworking volunteers.

Use of volunteers at the Brockville Public Library:

You will find in your board package a report about the use of volunteers at the Brockville Public Library.

Federation of Ontario Public Libraries (FOPL):

FOPL has appointed David Allen as Chief Executive Officer effective May 5, 2008. Mr. Allen is experienced in developing and leading planning processes, implementing programs and services, and advocating and communicating effectively with corporations, foundations, and all levels of government. Mr. Allen's experiences and accomplishments include: Chief Operating Officer for Roots of Empathy; President and CEO of Variety – The Children's Charity; President and CEO of the Canadian Hearing ; and Management consultant, specializing in the not-for-profit sector, first with Woods Gordon/Ernst & Young and later with KPMG. Mr. Allen continues to contribute to his community, as he currently volunteers as the Chair of the Board of Directors of the new Mississauga Halton Community Care Access Centre.

Margaret Williams
CEO and Chief Librarian