

**BROCKVILLE PUBLIC LIBRARY**  
**MONTHLY BOARD MEETING – June 9, 2008 at 4:00 p.m.**

**CALL TO ORDER:** At 4:04 p.m.

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

**Absent:** H. Noble

**APPROVAL OF THE AGENDA:** It was moved by G. Beach and second by H. Alexander that the agenda be approved as amended with two items 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 J. Cullen and seconded by J. Huether that the minutes of May 12, 2008 be approved as amended, namely to delete N. Ulden's name as being present at the April meeting. CARRIED

**CHAIRPERSON'S REMARKS:** None

**AUDITOR'S REPORT:** Mr. Michael McMahon presented the revised draft 2007 audited financial statements with the changes requested by the Board at the May meeting. After some discussion, the Board requested one additional change. Mr. McMahon advised the Board to review its expenditures of externally restricted *Roots and Wings* donations, specifically for signage and advertising. After Mr. McMahon left the meeting, the Board had a discussion about *Roots and Wings* expenditures to date and upheld its earlier decisions as appropriate use of these externally restricted donations. The Board instructed the CEO to prepare a brief statement to this effect for inclusion in the 2007 audited financial statements.

**BUSINESS ARISING FROM THE MINUTES:**

1. Audited Financial Statements: It was moved by J. Wlodarczyk and seconded by J. Huether that the Board approve the Audited Financial statements of 2007 with the changes discussed at the June 9 meeting incorporated therein. CARRIED
2. Reference Policy Manual: It was moved by N. Van Ulden and seconded by G. Beach that the Brockville Public Library Board approve the revised Reference Policy Manual. CARRIED
3. The Board reviewed the CEO's report, *Use of volunteers at the Brockville Public Library*. After some discussion, the Board agreed to accept the staff recommendations. (See report attached to these minutes.)
4. HVAC unit repair: The CEO reported that city staff are in the process of getting quotes on either repairing or replacing one of the Library's rooftop HVAC units.
5. Quarterly Budget Report: The CEO reviewed the quarterly report to the end of March.
6. Contract position: The Board directed the CEO to extend the contract position to July 1, 2009.

**CORRESPONDENCE:** Received from Bob Casselman, Brockville City Manager, a letter dated May 29, 2008 clarifying three issues: 1. Employee Future Benefits Liability Fund and the use of Reserve Fund

monies; 2. Accrued interest from restricted donations; and 3. What defines surplus monies at fiscal year-end to be returned to the City. (See copy attached to these minutes.)

**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 May 2008 in the amount of \$53, 728.55 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:

Building Maintenance: Once again the Brockville Horticultural Society has planted flowers in the large planter in front of the main entrance.

Children's summer programs: CEO M. Williams has prepared seven weeks of more than forty programs based on this year's TD Summer Reading Club theme *Laugh out loud/Lire aux larmes*. The charge per program is \$1.00. However, there are also five special free programs. A student has been hired under a Young Canada Works grant. The summer kicks off on Thursday July 3<sup>rd</sup> with our ninth annual Storyfest, this year featuring native storytelling and drumming in the Algonquin tradition. Program registration begins on Thursday June 19<sup>th</sup> at 10 a.m., and summer reading club registration begins on Tuesday July 8<sup>th</sup>. Staff is also organizing the six-week Summer Practice Reading Program which matches an adult volunteer with a struggling reader.

**NEW BUSINESS:**

1. Chair M. Wicklum introduced the topic of conducting certain Board business via email; for example, over the summer months in the event that an important issue needed to be decided by the Board. The Board directed the CEO to research the wording of a new board by-law allowing this use of email.
2. J. Cullen announced that she now has an email account.

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

**ADJOURNMENT:** Moved by H. Alexander at 5:23 p.m.

## CEO'S REPORT – JUNE 2008

### **Building Maintenance:**

Incident: Around 10:15 p.m. on Tuesday May 20, 2008 someone threw a small piece of concrete through a window on the west side of the library into the circulation area. The security system alarm sounded at the Falcon Security office and staff there first dispatched the police and then phoned me at home at 10:20 p.m.

When I arrived at the Library I found one police officer (male) interviewing a witness who had seen someone running away from the library toward King St. I let the other officer in through the main entrance. Once inside we could see there was glass spread over a large area, on books and trolleys, the window ledge and floor below the broken window. The projectile, a small piece of concrete, was sitting on one of the book trolleys. The police phoned headquarters and someone there contacted Brockville Glass to come and board up the window. The repairman arrived at 10:35 p.m. and the police left. After surveying the damage, the repairman left to get the supplies he needed to board up the window. While he was gone, I picked up some of the glass. The repairman returned around 11 p.m. and had the window boarded up by about 11:30 p.m. He swept up the largest pieces of glass and left. I wrote a note for our custodian to vacuum thoroughly and another note for staff describing the incident and advising caution. I then left, arriving home around 11:45 p.m.

### **Public Relations/Marketing:**

I was invited to participate in another COGECO Reader's Corner taping with host Doreen Barnes which took place on Thursday May 22. We taped seven shows on various topics to do with reading and publishing. The other panelists were Russ Disotell and Stephen Gibson.

The Seniors Expo at the YM/YWCA on Friday May 23<sup>rd</sup> from 9 a.m. to 3 p.m. was very successful. Amanda Robinson prepared and set up the Library's display in the morning and staff member Donna Hunt looked after our exhibit in the afternoon. Staff found it was an excellent opportunity to promote our library's services and to meet other community groups. The focus was "Caring for your health."

Again this year the Library participated in Doors Open. We had a display on the second floor about our collection of forty-one drawings by Robert Lindsay (1868-1938) who was an artist, teacher and a library trustee during the construction of our Carnegie library. The publicity arranged by the organizing committee was excellent, with a full page ad in the Recorder and Times with photos of all of the sites featured this year.

Prepared by:

Margaret Williams  
CEO and Chief Librarian