

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Monday - April 13, 2009 at 4 p.m.

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

PRESENT: M. Wicklum, N. Van Ulden, C. Quick, J. Wlodarczyk, J. Cullen, D. Dodge-Phillips, G. Beach and J. Huether and M. Williams.

Guest: Mrs. C. Fischer , Office Manager, Brockville Public Library

ABSENT: H. Noble and D. McGowan

APPROVAL OF THE AGENDA: It was moved by J. Cullen and seconded by J. Huether that the agenda be approved as amended to include additional items under new business. CARRIED

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

MINUTES OF THE LAST MEETING: It was moved by D. Dodge and seconded by N. Van Ulden that the minutes of March 9, 2009 be approved. CARRIED

CHAIR'S REMARKS: Chair Margaret Wicklum reported on a meeting she had attended in March at the Prince Edward County Public Library. The guest speaker, Executive Director David Allen from the Federation of Ontario Public Libraries (FOPL), gave an excellent talk about the value of joining FOPL. Mrs. Wicklum said she would be recommending that we look at rejoining FOPL in 2010. She mentioned that the province's \$15 million investment in public libraries includes funding of the OLBA's *Leadership by Design* program. Mrs. Wicklum also informed the Board that the Ministry of Culture had recently sent a directive to the Cambridge Public Library saying that they must stop charging a maintenance fee for videos as this is in contravention of the *Public Libraries Act*.

AUDITOR'S REPORT: Mr. Michael McMahon, C.A., of the accounting firm of Bennett Lewis McMahon Stillar, presented the consolidated financial statements of the Brockville Public Library Board, year ended December 31, 2008.

BUSINESS ARISING FROM THE MINUTES:

1. Leadership by Design Knowledge Gaps Analysis: Chair M. Wicklum said that there would be discussion of Board's input into this OLBA survey at the May board meeting.
2. Investments: Board treasurer J. Wlodarczyk and the CEO met with a representative of Edward Jones on Tues. April 7 to discuss the investment of *Roots and Wings* funds. The Board agreed that we should compare their rates with updated rates from BMO Nesbitt Burns and go with the better rate.
3. Strategic Planning Committee: M. Wicklum said that she had received a staff report about future planning for the library and that their suggestions would be considered. She reported that she had made a presentation to City Council on Tues. March 10, 2009 requesting funding of \$25,000 for a self-checkout station. Council turned down this request, saying they needed a full report on costs and feasibility, and expressing the concern that staff would be cut. Mrs. Wicklum assured them that staff would not be reduced but instead would be reallocated. She commented to the Library Board that the committee would prepare a plan for Council's consideration.

4. Succession Planning Committee: Committee chair N. Van Ulden reported that at a meeting on April 6 the committee had looked at statistics for libraries of similar size, postings for CEO's by other libraries, and staff job descriptions. This information was provided by CEO M. Williams. The committee is looking at staff succession for all staff and Board positions and developing an inventory of required skills.

ACCOUNTS: It was moved by C. Quick and seconded by N. Van Ulden that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of March 2009 in the amount of \$51,114.41 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 April board package, M. Williams reported as follows:

1. Staff is preparing a grant application for a digitization project under the provinces \$15 million investment fund in public libraries. We are investigating partnering with other community organizations. The application deadline is May 7, 2009. Only twenty projects will be approved.
2. Staff members Amanda Robinson (Information Services Librarian), and Lisa Cirka, have initiated a weekly drop-in program for teens. There will be showings of anime films and feature films, the sharing of creative writing and music, and games such as Wii. These new programs are described in Ms. Robinson's April column for the *Recorder and Times*, copies of which were distributed to the Board at the meeting. Ms. Robinson continues to update our website, most recently adding a new area on our Teen site called "Getting Ready for College/University" where customers can find links about universities, grants, OSAP and so on.

NEW BUSINESS:

1. It was moved by J. Wlodarczyk and seconded by D. Dodge that the Board accept the audited financial statements as presented by our auditor Michael McMahon, [of the accounting firm of Bennett Lewis McMahon Stillar], and authorize them for public release. CARRIED.
2. Pay equity: It was moved by G. Beach and seconded by D. Dodge that for the purpose of maintaining pay equity, that the Brockville Public Library Board approved a 2.1% increase for library employees (excluding pages and the supply rate) effective July 1, 2009. CARRIED
3. Quarterly report: The Board received the first quarterly budget report for 2009.
4. As proposed by the CEO in her written report, the Board approved the hiring of a full-time library assistant effective Sept. 1, 2009.

Staff members of the library, including CEO Margaret Williams, were asked to leave the room.

IN CAMERA - Personnel:

It was moved by G. Beach and seconded by N. Van Ulden that the meeting move in camera at 5:30 p.m. CARRIED

It was moved by J. Huether and seconded by J. Cullen that the meeting move out of in camera at 6:10 p.m. without reporting. CARRIED.

NEXT MEETING: Monday May 11, 2009 at 4 p.m.

ADJOURNMENT: by J. Cullen at 6:10 p.m.