

**BROCKVILLE PUBLIC LIBRARY**  
**MONTHLY BOARD MEETING Monday - May 11, 2009 at 4 p.m.**

**CALL TO ORDER:** At 4:05 p.m.

**PRESENT:** M. Wicklum, N. Van Ulden, J. Wlodarczyk, J. Cullen, G. Beach and M. Williams.

**ABSENT:** D. Dodge, C. Quick and Joan Huether

**APPROVAL OF THE AGENDA:** It was moved by J. Wlodarczyk and seconded by N. Van Ulden that the agenda be approved as amended. CARRIED

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

**MINUTES OF THE LAST MEETING:** It was moved by G. Beach and seconded by J. Cullen that the minutes of April 13, 2009 be approved as amended. CARRIED

**CHAIRMAN'S REMARKS:** M. Wicklum commented as follows: a) The *Recorder and Times* article about Councillor Henry Noble's removal from the library board has been posted on the OLBA website. b) She is a juror on the OLA's Public Service Awards committee.

**BUSINESS ARISING FROM THE MINUTES:**

1. Strategic Planning Committee: M. Wicklum commented that C. Quick has agreed to join this committee and that the CEO has been reinstated.
2. Succession Planning Committee: Committee chair N. Van Ulden reported that there was nothing to report and that the committee is on hiatus.
3. Leadership by Design, Knowledge Gaps Analysis: The Chair reported on the results of the survey which were handed out in February 2009. Seven trustees completed the survey. The CEO was asked to prepare background information on a number of identified knowledge gaps.

**CORRESPONDENCE:** a) From the Board of Leeds and the Thousand Islands dated April 6, 2009, a letter proposing a reciprocal borrowing agreement; b) From Bennett, Lewis, McMahon, Stillar Chartered Accountants, to the Brockville Public Library Board an *Audit Findings Report to the Board of Directors, Year ended December 31, 2008*.

**ACCOUNTS:** It was moved by J. Cullen and seconded by J. Wlodarczyk that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of April 2009 in the amount of \$68,793.06 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:

**Children's Services:**

- a) *Storyfest:* For the second consecutive year the CEO has organized *Storyfest* which will take place in June. We will mark the 10<sup>th</sup> anniversary of *Storyfest* with two special guests. Over 150 children from Brockville elementary school classes will be attending these events. On Friday June 12 bilingual storyteller Bruce Carmody will tell stories in

English in the morning session; and in French in the afternoon for students in immersion or intensive French programs. On Monday June 15, professional puppeteer Noreen Young will visit in the morning and talk about her puppets. Mrs. Young had a very successful program on CBC, *Under the Umbrella Tree*. She designs and makes her own puppets and has also made puppet caricatures of Canadian politicians and store owners in Almonte where she lives. *Puppets Up*, the international puppet festival she initiated five years ago in Almonte, takes place August 8-9.

- b) Summer Grant: The CEO applied for two summer student grants in January/February 2009 and has received notification that one of these grants has been approved.

Microfilm: Sun Media has decided not to microfilm copies of the newspapers it owns, including the Brockville *Recorder and Times*. The annual cost for us to have the newspaper microfilmed would be \$2,027.00 plus taxes plus the cost to ship the newspapers. We are currently paying \$671.00. We have therefore decided to cancel our contract with Preston Microfilming.

Staff is investigating the cost to purchase a license for the online version of the *Recorder and Times* which goes back to 1999 and is fully searchable.

Hazardous Waste: The CEO has arranged with the City to dispose of used fluorescent bulbs, which are considered hazardous waste, through the City's disposal program.

Handouts: The Board received an updated job description for the CEO.

**NEW BUSINESS:**

- a) PSAB accounting requirements: Chair M. Wicklum reported that she had attended a meeting at City Hall on new provincial auditing rules which require that municipalities know the value of all of their assets - buildings, systems, etc. – and the depreciated cost of those assets.
- b) Reciprocal borrowing: The CEO presented a report on the proposal from the Board of the Leeds and the Thousand Islands that the Brockville Public Library enter into a reciprocal borrowing agreement with them and their partners (Gananoque and Rideau Lakes Union libraries). The Board expressed a number of questions. The CEO will contact Leeds and the 1000 Islands and report at the June meeting.
- c) Governance: Mr. Don McGowan has submitted his resignation. The Board instructed the CEO to inform City Clerk Sandi Seale and to contact another interested candidate about submitting an application.
- d) Board development: The Board Chair and Treasurer mentioned that the Education Institute is offering a webinar, *IT governance: what library boards need to know*. It takes place on Tuesday June 2 at 7 p.m. The Board chair will email registration information to the CEO .

**NEXT MEETING:** Monday June 8, 2009 at 4 p.m.

**ADJOURNMENT:** Moved by G. Beach at 5:10 p.m.

## CEO'S REPORT – MAY 11, 2009

### **Annual Statistical Survey of Library Usage:**

We have submitted our annual usage statistics, a requirement of the Ministry of Culture in order to receive our annual provincial operating grant. The Ministry now requires that the board Chairman and CEO sign a certification form.

**Reciprocal Borrowing Agreement:** The Board of the Leeds & the Thousand Islands Public Library sent a letter dated April 6, 2009 with an attached contract proposing the initiation of a reciprocal borrowing agreement between their library system and the Brockville Public Library. Their partners to date are the public libraries of Gananoque and the Rideau Lakes Union. We have budgeted for \$12,000 in revenue in non-resident fees in 2009. This matter is included for discussion on the April meeting agenda.

### **Building Maintenance:**

The semi-annual maintenance check of the three rooftop HVAC units was completed on Wed. April 22. The fan belt on one unit had to be replaced. We are now ready for the summer air conditioning season. These units are checked twice a year, in the spring and fall. Staff is concerned about periodic spikes in water usage and an investigation is underway to determine why this is happening.

### **Swine Flu:**

In the event that the current swine flu virus is declared a city emergency, I recommend that we follow directives from the Health Unit concerning appropriate action for the library. In the meantime, anti-bacterial hand wash is available at all service desks.

Prepared by:

Margaret Williams  
CEO and Chief Librarian