

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Tuesday - October 20, 2009 at 4 p.m.

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

PRESENT: M. Wicklum, J. Wlodarczyk, C. Quick, J. Cullen, R. Sands, Nancy Bowman, and M. Williams.
Staff attending: Mrs. Cindy Fischer, Office Manager and Ms. Amanda Robinson, Manager of Access Services.

ABSENT: D. Dodge and G. Beach

APPROVAL OF THE AGENDA: It was moved by J. Cullen and seconded by C. Quick 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 J. Cullen and seconded by C. Quick that the minutes of Sept. 14, 2009 be approved as presented. CARRIED

CHAIRPERSON'S REMARKS: Chairman Margaret Wicklum welcomed Nancy Bowman to the Library Board. Mrs. Wicklum commented that the Symposium 2020 conference had been interesting. She will be participating in teleconference meetings, one concerning the Ontario Library Association's strategic plan, and the other, a discussion about advocacy presented by the Federation of Ontario Public Libraries (FOPL). Over the next few weeks, she will be attending trustee council meetings in Kingston and Eganville.

STAFF PRESENTATION: CEO M. Williams introduced professional staff member Amanda Robinson who gave two power point presentations.

- a) Ms. Robinson presented a report on the Symposium 2020 (part of the Ontario government's \$15 million investment in public libraries) held in Toronto on September 24, 2009. This report was based on the written reports submitted to the CEO by Ms. Robinson and the three other staff who attended: Cindy Fischer, Laura Julien and Lisa Cirka. A copy of this report is attached to these minutes.
- b) Ontario Public Library Week is the week of October 18 to 24. As part of BPL's celebrations we have announced a new online database, the Brockville Public Library Community Resource Database (BPLCRD). Ms. Robinson worked with a website consultant and student CAP workers over the past two years to create this database which is an online directory of over 200 community organizations (health, education, education, rehabilitation, etc.) located in Brockville and the surrounding area. The *BPLCRD* provides instant keyword access to essential, current information for Brockville individuals, organizations and visitors. Information is being added and updated regularly, and is available from any home, office or library computer. Staff has already heard positive comments about this database.

BUSINESS ARISING FROM THE MINUTES:

1. Review of the *Circulation Policy Manual* was postponed to the November meeting.
2. 2010 Budget: The Finance Committee members M. Wicklum, J. Wlodarczyk, M. Williams and C. Fischer had met at 3:30 p.m. prior to the board meeting to review a draft 2010 budget. Board Treasurer J. Wlodarczyk presented this draft budget to the Board and some revisions were made. It was moved by J. Wlodarczyk and seconded by R.Sands as follows: Motion to submit the proposed budget for 2010 as amended during discussion to increase the municipal operating grant request to \$579,066.00 representing a 2.49% increase. CARRIED. The CEO will contact the City treasury department to schedule a meeting with City Manager R. Casselman to review this budget.
3. Building maintenance: The exterior painting has been completed. A representative of Goodbye Graffiti says that there is no problem in delaying removal of the graffiti from the south exterior wall of the building until spring 2010.
4. Strategic Planning Report: The draft Strategic Plan was tabled for discussion at the November board meeting.
5. OLBA's Knowledge Gaps Analysis: At the October board meeting trustees received copies of Trustee Tips No. 21, Dec. 2000, *How well have you governed?* Included in this information pamphlet was an evaluation form for trustees to complete. However, review trustee self-evaluations had to be postponed to the November meeting.
6. Board review of the second draft of the CEO's report, *Brockville Public Library Succession and Leadership Development*, which was included in the September board package, was postponed to the November meeting.
7. Governance:
 - a) Chair M. Wicklum commented that with the resignation of N. Van Ulden the Board was without a Vice-Chair and asked if any trustee present was interested in taking over this role. It was moved by J. Cullen and seconded by J. Wlodarczyk that Nancy Bowman be appointed as Vice-Chair of the Brockville Public Library Board effective immediately. CARRIED
 - b) City Clerk Sandra Seale has agreed to place a newspaper advertisement under *Civic News* advertising one vacancy on the Library Board.

ACCOUNTS:

It was moved by R. Sands and seconded by J. Cullen that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of September 2009 in the amount of \$59,059.44 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 October board package, M. Williams reported as follows:

Membership drive:

As of October 19 we have sold twenty \$5.00 non-resident introductory memberships to new subscribers. Feedback from these new patrons is very positive.

Children's Services:

a) New children's literacy station:

The CEO reported that the new computer literacy station was installed in the children's department the week of October 5. The Library's successful golf tournament made it possible to purchase this computer and children and caregivers are enjoying it.

b) Launch of Read to Every Kid Every Day Literacy Challenge: This morning at 10:30 a.m., as part of our celebrations for Ontario Public Library Week, Doris McEwan attended our Toddlers Tales program where she officially launched the *Read to Every Kid Every Day Literacy Project*. Our draft 2010-2012 *Strategic Plan* states that BPL should identify and recruit community leaders to act as champions for BPL. Mrs. McEwan is indeed an enthusiastic champion for our Library. Under the auspices of *Every Kid in our Communities of Leeds and Grenville*, a committee of public librarians and early years specialists selected twelve engaging picture books that celebrate language and storytelling. Children and families are invited to read them between now and January 2010 and vote for their favourite book. Organizations such as libraries, schools, and Early Years Centres in Leeds & Grenville have received copies of the books along with bookmarks and posters. On January 27, 2010, Family Literacy Day, the winning book will be announced. Doreen Barnes from the *St. Lawrence EMC* and Roz Phillips from the *Brockville Voice* covered this event.

Ontario Public Library Week, Oct. 18 to 24 - Publicity: Both the *Recorder and Times* and the *Brockville Voice* printed the CEO's news article about BPL's plans for the week. Roy Lewis of *St. Lawrence EMC* interviewed Chrissy Barker, our Outreach and Volunteer Coordinator, and his article, with a photo of Ms. Barker, was published in the EMC on Oct. 15. We advertised two new services - Downloadable Talking Books and the BPL Community Resource Database - in the *Recorder and Times*, the *Brockville Voice* and the *St. Lawrence EMC*. We placed two more advertisements with the EMC: the \$5 membership for new non-resident subscribers, and a general ad about library services in the EMC's special advertising section for *Small Business Week*.

FOPL literacy survey: With the assistance of Lisa Cirka, the CEO completed a literacy survey describing literacy programs BPL offers to children and adults.

AODA Customer Service Training:

- a) Seven adult staff took the online customer service training course on Monday afternoon, October 19. The website for the online course is at <http://www.mcsc.gov.on.ca/mcsc/serve-ability/content.htm>. Access to headphones or speakers is required. Two adult staff and student pages have yet to do this training.
- b) Library trustees are also required to complete the AODA's customer service training. The CEO will provide trustees with the website for AODA customer service training.

Seniors' Expo: On behalf of BPL, Chrissy Barker will be participating in the Bayshore Home Health 2009 Seniors' and Caregivers' Expo on Friday October 23 from 10 am to 4 pm. at the 1000 Islands Mall. This expo will be an excellent opportunity for BPL to highlight its services for seniors and will allow Ms. Barker to get to know other service providers and introduce herself. The City's insurance company issued an insurance certificate for liability as required by the Mall management.

Publicity/Outreach: In October Mrs. Margie Bentley and I participated with Russ Disotell of Leeds County Books in a COGECO *Readers Corner* book discussion group led by host Doreen Barnes. We discussed the book *Hotel at the corner of bitter and sweet*, the debut novel by Jamie Ford describing the Japanese-American experience during the Second World War. This program was first aired on Sunday October 18. The final show will be taped on October 30 and the book we will discuss is *Company of Liars* by Karen Maitland. Both titles were chosen by Mrs. Bentley.

Immigrant Support:

The CEO worked evenings on the adult information desk on Wednesday September 23 and Thurs. September 24 while staff attended the Symposium 2020 conference. On September 23 after 6 p.m. a German family of four, recent immigrants, came in. Although the father had secured a job in Smiths Falls, they had no place to stay that night due to a misunderstanding about their reservation. The CEO found them temporary accommodation for the night. They returned on the evening of Sept. 24 and the CEO directed them to the city of Smiths Falls website, Brockville's Economic Development Office, and Service Ontario for information about getting a driver's license, etc. The next day the CEO was given the name of Melissa Fontaine, Settlement Outreach Worker at Cornwall Immigrant Resource Centre. After consulting with her by phone and email, the CEO met with her on Mon. Oct. 19 to discuss what services were available to newcomers from other countries. The CEO has asked librarian Amanda Robinson to add a section to the BPL website to provide information to immigrants and to library staff who are trying to help them find their way in a new country and community. BPL's website is our most important marketing tool and staff continuously improve and update the content.

Thousand Islands Writers Festival (TIWF): The first *Thousand Islands Writers Festival*

(www.tiwfestival.org) took place on Saturday October 17 between 1 p.m. and 9 p.m. It was a very successful first event with many positive comments from the authors and the audience as well as suggestions for improvements. Over 160 people attended. The Festival's motto is "Celebrating the Power of the Written Word". Events were held in the historic court room in the Brockville Court House (built in 1842) with retired judge Paul Cosgrove as our host. Four authors – Carol Reesor, Diane Schoemperlen, Garth Wallace and Phil Jenkins - gave readings in the afternoon from 1 to 4 p.m. At 4 p.m. *Words and Wine*, a wine and cheese reception, gave ticket holders an opportunity to meet the authors, and buy autographed copies of their books. In the evening from 7 to 9 p.m. Brent Robillard and Maggie Wheeler read from their novels. (Maggie Wheeler was featured author for our first One Book One Community reading project in 2004 and Brent Robillard was our second author in 2005). Media coverage was excellent with Brock News, the Recorder & Times, the Brockville Voice and the St. Lawrence EMC present. Mr. Cosgrove read a court room scene from Dickens' *The Pickwick Papers* at both events. With the library as a supporter and the CEO as a member of the organizing committee, BPL's name and logo were featured on the advertising posters and the BPL sign was prominently displayed at the venue. The TIWF executive members are Doreen Barnes (Chair), Russ Disotell (Vice-Chair), and Kathryn Petepiece (Treasurer), and the directors are Dr. Bob Stesky, Chris Stesky, Carol Reesor, Bonnie Burke, Patricia Capitain, Kim Lunman, Anne Loucks, Cathy TeKamp, Stephen Gibson, Susan Fournier, Jake Belanger, and Margaret Williams. Our community sponsors were 1000 Islands Community Development Corporation, Henderson Printing, Leeds County Books, Bennet/Lewis/McMahon/Stillar Chartered Accountants, St. Lawrence EMC, TV COGECO, The Wedgewood, Tall Ships Landing, Brockville Museum, Brock News, the Green Door Bed and Breakfast, and the Brockville Public Library. There were economic spinoffs for sponsors; for example, Henderson Printing advertised its self-publishing services for authors, and the authors and Leeds County Books sold books. Exciting plans are already underway for 2010 with four days of author readings, workshops, a children's event, and book sales at a number of venues in the downtown including the Brockville Public Library.

NEW BUSINESS:

1. The Board agreed to partner with Brockville Climate Action Group (BCAG) to provide free watt meters to the public. The BCAG will purchase and maintain the meters.

2. The Board agreed that staff could spend some portion of monies donated by the former Friends of the Brockville Public Library to purchase book bags. Staff has received quotes. Trustee J. Wlodarczyk offered to check with her supplier for another quote.
3. A report by trustee Chuck Quick about a governance workshop he attended was postponed to the November meeting.

IN CAMERA – Personnel Matter: It was moved by J. Cullen that the meeting move In Camera at 5:40 p.m. CARRIED. It was moved by J. Cullen move out of Camera at 5:50 without reporting. CARRIED

NEXT MEETING: Monday November 9, 2009 at 4 p.m.

ADJOURNMENT: Moved by J. Cullen at 5:50 p.m.

CEO'S REPORT – OCTOBER 2009

Building Maintenance:

1. Graffiti removal:

I received an email from Jason Boyne of Goodbye Graffiti Inc. In answer to the Board's question about delaying graffiti removal until 2010, Mr. Boyne commented that removal will not be made more difficult; however, graffiti attracts more graffiti. The protective coating process can only be done between spring and the end of October.

2. Painting: Exterior painting of the library building has been completed.

Symposium 2020, September 24, 2009:

The first Symposium 2020 blog entry on Sept. 25, 2009 reads as follows:

On a personal note - it may seem strange coming from a "next gen" (shudder) blogger, but my own father will celebrate his 90th birthday this year, and I credit in part his good fortune on his library habit – I know he takes great pleasure in the books he faithfully retrieves on his regular visits to my hometown library of Brockville, ON (who, it was nice to see, was represented at the conference by several staff members). I wish all seniors in Ontario could benefit as he does from the service he receives there.

Website updates:

Brockville Public Library now has Facebook and Twitter accounts. Go to www.brockvillelibrary.ca.

Kill-A-Watt meters:

Hugh Campbell, coordinator of the Brockville Climate Action Group (BCAG), emailed me on August 24, 2009 asking if the Board would re-consider making Kill-A-Watt meters available for loan at the library. This topic was previously discussed by the Library Board on June 11, 2007. The BCAG is currently lending four meters through The 401 Electric Store on Perth Street, but provision by BPL would give them a much greater profile. The BCAG would be pleased to donate the four units to the library, and would also provide replacement batteries for these meters as they expire. Mr. Campbell referenced <http://bcag.mybrockville.com/node/892> for more information.

Building Maintenance:

The Access Tomorrow Campaign donor recognition display has been removed from the corner opposite the circulation desk. The donor names will be re-framed and displayed in another area of the Library. The plan is to make this area a comfortable seating area for patrons. There are also plans to re-establish the Friends of the Library and perhaps this area could be used to hold a coffee cart.

Provincial Operating Funding: I received the following email dated October 13, 2009:

“The Federation of Ontario Public Libraries is undertaking a study that should interest you. The study is to design a more appropriate model for calculating provincial operating funding to Ontario's public libraries. Specifically, the study will assess the implications of provincial per capita funding, using formulae that avoid situations where individual libraries might receive less

provincial funding than they do now. The recommended funding model will likely require the provincial government to allocate more dollars to its funding envelope for library operations.

To oversee this study, the Federation has struck a Provincial Funding Committee and has retained the firm of Lumos Research Inc. to conduct much of the analysis. The Committee is chaired by Sonia Lewis, CEO of Kitchener Public Library. Other members of the Committee are:

Barbara Clubb, CEO of Ottawa Public Library
Becky Rogers, CEO of Peterborough Public Library
Sandra Weitzel, Dryden Public Library
David Allen, CEO of the Federation

A large part of the Provincial Funding Committee's role will be consulting and communicating with stakeholders on the potential options and outcomes from the research. Several conferences calls, face-to-face meetings and/or webcasts are being planned to provide all public libraries, both members and non-members of the Federation, the opportunity to provide input. Based on this input, we hope to share our recommendations at our Annual General Meeting in February 2010.

If you have any questions, please contact David Allen, Chief Executive Officer, Federation of Ontario Public Libraries, c/o North York Central Library, 5120 Yonge Street, Toronto M2N 5N9 (Tel: 416-395-0746; Fax: 416-395-0743; Email: davidallen@fopl.ca).

Prepared by:

Margaret Williams
CEO and Chief Librarian