

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Tuesday - November 9, 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, G. Beach and M. Williams. Staff attending: Mrs. Cindy Fischer, Office Manager

ABSENT: D. Dodge

APPROVAL OF THE AGENDA: It was moved by C. Quick and seconded by R. Sands that the amended agenda be approved with the addition of 8.1.a, 2009 budget update. 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 October 20, 2009 be approved as presented. CARRIED

CHAIRPERSON'S REMARKS: Chairman Margaret Wicklum commented that this is the first meeting at which the Board will be using a consent agenda, a way of dealing quickly with standard business. In order for this to work, trustees must have done their homework and read the consent items. If a board member wants a consent item to be discussed, that item will be removed from the consent agenda to the regular agenda.

CONSENT AGENDA: It was moved by J. Cullen and seconded by C. Quick that consent agenda items 7.a. Circulation Policy Manual; b. *Brockville Public Library Succession and Leadership Development 2nd* Draft prepared by the CEO; and c. Strategic Plan 2010-2012 be approved; and d. CEO's job description. CARRIED.

Completion of the *BPL Succession and Leadership Development Plan* is one of three 2009 goals set for the CEO by the Brockville Public Library Board in July 2009.

Discussion of Board self-evaluation reports and AODA Customer Service Training for trustees was postponed to the December meeting.

BUSINESS ARISING FROM THE MINUTES:

Budget:

- a) 2009 Budget update: The Board received copies of an updated 2009 budget report. Mrs. C. Fischer informed the Board that the forecast deficit has been reduced from \$4,641.00 to \$1,939.00. It is hoped that with two months remaining in the fiscal year that this forecast deficit could be further reduced or even eliminated.
- b) 2010 Budget: Board Treasurer J. Wlodarczyk and C. Fischer answered questions from G. Beach about the 2010 budget. It was moved by G. Beach and seconded by J.

Wlodarczyk that the Board approve the budget for 2010 as discussed and presented, at a 2.49% increase over 2009. CARRIED.

IN CAMERA – Personnel

It was moved by G. Beach that the meeting move In Camera at 4:38 p.m. CARRIED.

It was moved by G. Beach that the meeting move out of Camera without reporting at 4:40 p.m. CARRIED

CORRESPONDENCE: A thank you note dated October 24, 2009 with an enclosed donation cheque of \$500.00 was received from Joanne Watson in appreciation for Information assistance given by staff member Mrs. Dena Kreissler.

The Board asked that library staff's excellent customer service be recognized with a bouquet of flowers.

ACCOUNTS:

It was moved by N. Bowman and seconded by R. Sands that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of October 2009 in the amount of \$55,156.20 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:

Financial Management of the BPL:

The CEO gave a brief verbal presentation based on her written overview of past negotiations and discussions with the City of Brockville regarding financial management of the BPL. The Board agreed that this information was satisfactory. Completion of this report is one of three 2009 goals set for the CEO by the Brockville Public Library Board in July 2009.

Grant:

The Ross W. McNeil Foundation has approved a grant of \$1,640 for the purchase of musical instruments for preschool story time, talking-books for children age 7 to 12, and books for the OLA Silver Birch literacy program. This was the amount requested by the CEO in the grant application she submitted in September 2009.

NEW BUSINESS:

1. The Board agreed that staff could spend up to \$1,800.00 to purchase book bags. This expenditure will be paid from money donated by the former Friends of the Brockville Public Library.
2. C. Quick reported on the Volunteer Bureau's board governance workshop which he had attended on September 30, 2009 from 9 a.m. to 4 p.m. at the Brockville Yacht Club. The speakers were Debi Zaret (Capacity Building Consulting) and Joan Cox (Chrysalis Consulting). Topics covered were areas of Board responsibility, Board models, staff and Board roles, how to minimize risk, tools for Board recruitment, and ways a Board can be effective. The fee for

members was \$80 and included lunch. Mr. Quick commented that there was a wide cross-section of people present and that he had found this workshop well worth attending.

3. Jennifer Cullen agreed to act as the nominating committee in preparation for the Annual Meeting on January 11, 2010.

NEXT MEETING: Monday December 14, 2009 at 4 p.m.

ADJOURNMENT: Moved by J. Cullen at 5:20 p.m.

CEO'S REPORT – NOVEMBER 9, 2009

AODA Customer Service Training:

When library trustees complete the required online customer service training their certificates will be kept on file at the Library. Two trustees so far have handed in their certificates to the CEO.

H1N1 Pandemic:

Signs have been posted in our public washrooms instructing customers on proper hand washing techniques. Signs have also been posted at all public computer stations informing people that disinfectant hand wipes are available at the adult information desk. Staff is being reminded that frequent hand washing is the best defense measure.

Volunteers:

Information about our new volunteer coordinator Chrissy Barker is posted on our website and staff are directing inquiries to her about volunteer opportunities at the Library. Two new adult volunteers have joined us. One is leading a young adult program about the popular *Dungeons and Dragons* game and the other will be giving scrapbooking classes on a Christmas theme. Another adult volunteer with her support worker started volunteering with us in October in the adult department.

Community Outreach:

1. BPL's participation in the Bayshore Home Health Seniors' Expo on Friday October 23 was a success. Our outreach/volunteer coordinator Chrissy Barker exchanged information with other participants and spoke with member of the public about library services (for example, our homebound service) and volunteer opportunities. The CEO looked after the booth during the lunch hour.
2. On Saturday October 24 at 11 a.m. the Library meeting room was the venue again this year for the award ceremony for the short story writing contest sponsored by the Recorder and Times newspaper and Writers' Ink. An article and photograph were published in the Recorder and Times. The stories by the three prize winners will be published in the newspaper.

Prepared by:

CEO and Chief Librarian
Brockville Public Library