

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Monday - December 14, 2009 at 4 p.m.

CALL TO ORDER: At 4:15 p.m.

PRESENT: M. Wicklum, J. Wlodarczyk, C. Quick,, R. Sands, Nancy Bowman, D. Dodge, G. Beach and M. Williams. Staff attending: Ms. Chrissy Barker, Community Outreach and Volunteer Coordinator.

ABSENT: J. Cullen

APPROVAL OF THE AGENDA: It was moved by C. Quick and seconded by G. Beach that the amended agenda be approved. CARRIED

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

CHAIRPERSON'S REMARKS: Chairman Margaret Wicklum thanked the Board for allowing her to assist another library by providing sample monthly accounts and motions forms.

STAFF PRESENTATION: Chrissy Barker, the Library's Community Outreach and Volunteer Coordinator, reported on her project, *With Glowing Hearts*. She plans to make BPL's meeting-room the place to be to watch Winter Olympics events for two weeks in February 2010. Our sponsors are TV COGECO who is providing a free cable connection, and CompuSilv Computers who is lending us a computer. Plans for community participation and advertising are well underway.

CONSENT AGENDA: It was moved by R. Sands and seconded by G. Beach that consent agenda items 6.a. Minutes of November 9 2009 be accepted as corrected; and b. Technology Plan be accepted as presented. CARRIED.

The item, *Accounts for November 2009*, was removed from the consent agenda for discussion. It was agreed that henceforth, the accounts should not be part of the consent agenda in order to allow for questions and discussion about the Library's finances.

BUSINESS ARISING FROM THE MINUTES:

- a) 2010 Budget review: Chair M. Wicklum, Treasurer J. Wlodarczyk and CEO M. Williams reported on the meeting they had with City Manger R. Casselman, City treasurer Donna Cyr and Budget Officer Lesley White on November 17 to review the Library's 2010 budget. The Library is requesting a 2.49% increase over 2009. The City guideline is 2.5%. The CEO was asked to give a brief overview of the past year's activities at the Library, and mentioned our successful first golf tournament fundraiser. There was some discussion of hydro expenses this past year.

- b) Board self-evaluation reports: M. Wicklum asked that all board members complete the self-evaluation form and bring them to the January meeting.
- c) AODA Customer Service Training for trustees: D. Dodge said she would do the online course and bring her certificate to the January 2010 meeting. Councillor Beach commented that his certificate is on file at the City.

CORRESPONDENCE: The Federation of Ontario Public Libraries (FOPL) sent a letter dated November 11, 2009 inviting BPL to become a member.

ACCOUNTS:

It was moved by G. Beach and seconded by R. Sands that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of November 2009 in the amount of \$62,313.35 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 December board package, M. Williams reported as follows:

Financial Management of BPL: The Board received, read and approved the CEO's confidential report about the financial management of the library. This report was one of three 2009 performance goals set for the CEO by the Board. When asked by the CEO what should be done with such confidential reports, the Board decided that all copies should be handed back to the CEO, one copy kept on file, and the rest destroyed.

Partnership: On December 2, the CEO had participated in a forum organized by David Thomas, Director of Education for the Upper Canada District School Board, to discuss the future of high school libraries. Participants included educators, public librarians, politicians and students. The CEO reported to the Library Board that as a follow up to this meeting she had sent an email to Mr. Thomas with the suggestion that high school libraries could be developed into a "Library Learning Commons". As described in an Internet article, "The commons is a general term for shared resources in which each stakeholder has an equal interest. Studies on the information commons include issues about public knowledge, the public domain, open science, and the free exchange of ideas -- all issues at the core of a direct democracy." The CEO will be meeting with Mr. Thomas in early January to explore this concept and to discuss possible collaborations with the public library.

Marketing: After researching companies and receiving quotes, a staff committee ordered 250 canvas book bags which feature a picture of the Library and the library website. These bags are available for \$7.00 for one or \$10.00 for two. They were purchased from our *Roots and Wings* fund and any proceeds from sales will go back into that fund.

Computer down time: We are experiencing repeated Internet down time with resulting negative impact on customer service and staff productivity. We are in discussion with SOLS to see if their connectivity grant will cover cable service.

Outreach: On Thurs. December 11 from 2 to 4 p.m. the CEO helped to wrap gifts at the 1000 Islands Mall on behalf of the Brockville Community Foundation. BPL has an endowment fund with the Foundation. The CEO also promoted the library with promotional material (brochures, bookmarks, etc.) and talked with people about the library and its services.

Harmonized Sales Tax (HST): The legislation to bring the HST was passed on December 9, 2009 by the federal , Ontario and B.C. provincial governments. The effective date is May 1, 2010. Exemptions include books. The HST will not apply to subscriptions to newspapers, magazines and other periodicals paid for before July 1, 2010.

2009 Highlights: The CEO gave an overview of accomplishments at BPL in 2009 as follows:

- Brockville Reads the “Book of Negroes” by Lawrence Hill, a community literacy project with a visit by the author on Feb. 3
- Drop in program for teens on Thursday afternoons
- The Library’s first Golf Tournament in July, a successful fundraiser for the purchase of a new children’s literacy computer
- 10th annual Storyfest for children with guests Bruce Carmody (a bilingual teller) and professional puppeteer Noreen Young
- Summer programs with a detective theme, focusing on tweens, age 9 to 12 and staff development of *Clue Live*, a library mystery featuring staff as the chief suspects.
- Successful grant applications: Young Canada Works summer programming student; Ross W. McNeil grant in support of children’s literacy; and a Community Access Program grant from Industry Canada which made it possible to hire a student who is providing Internet and computer training for seniors
- Hiring of Chrissy Barker and the growth of volunteers, adult programming and outreach services
- Participation by four staff and one trustee in the SOLS Symposium 2020 held on Sept. 24 in Toronto, attended by over 440 people from 250 library systems and focusing on trends that will affect public libraries over the next decade.
- Thousand Islands Writers Festival, a new creative initiative featuring author readings in September and October, with plans already underway for 2010
- Launch of the Brockville Public Library Community Resource Database
- Launch of Downloadable Talking Book service
- Read to Every Kid Every Day literacy project , a collaboration with *Every Kid in our Communities of Leeds and Grenville* and public libraries
- Ongoing preparation for our third accreditation review
- Ongoing BPL website improvement and updates
- New Years Eve Concerts: the CEO is on the organizing committee again this year
- Staff education: Staff members engaged in Advanced Excel and library technician courses via distance education in 2009, continuing into 2010. One staff is interested in Advancing Public Library Leadership (APLL) Institute courses.

The greatest asset at the Brockville Public Library is library staff who demonstrate their dedication, creativity, and passion about meeting the information and recreational needs of the community, and who challenge themselves to improve their own skills to better able deliver excellent customer service and satisfaction.

The CEO listed the following personal goals for 2010:

- Development of our new Strategic Plan
- Further improvement of Tween services for children age nine to twelve
- Improvement of our website to encourage people to remember BPL in their estate planning

NEW BUSINESS:

- a) Volunteer Policy: The revised volunteer policy was reviewed and amended. The revised policy will be distributed for discussion and approval at the January meeting.
- b) Canada 2010 55+ Games Calendars: Councillor Gord Beach had hoped that selling calendars in support of the Canada 2010 55+ Games taking place in Brockville next August 24 to 28 could be a good fundraiser for the Library. Unfortunately, these calendars are not going to be produced.
- c) FOPL membership: The Library Board will review this at the January meeting.
- d) Governance: There remains one vacancy on the Library Board. N. Bowman offered to mention this to her teacher colleagues.
- e) 2010 board meetings: January 11, February 8, March 8, April 12, May 10, June 14, September 13, October 18, November 8, and December 13.

NEXT MEETING: Monday January 11, 2010 at 4 p.m.

ADJOURNMENT: Moved by C. Quick at 5:30 p.m.

CEO's report – December 14, 2009

Remembrance Day, November 11th: Staff made a public announcement at 11 a.m. asking for two minutes of silence in remembrance of the men and women who fought for our freedom.

AODA Customer Service training:

Customer service training required under the *Accessibility for Ontarians with Disabilities Act, 2005* has been completed for all staff, including student pages.

Board Governance Workshop Handouts: The written information provided to Trustee C. Quick at the governance workshop he attended in September will be available for pick up at the December board meeting.

Volunteer Policy: The volunteer policy has been expanded and revised by Chrissy Barker, Outreach and Volunteer Coordinator, with input from the CEO. Three documents are included in the December board package: Volunteer Policy, Volunteer Code of Conduct, and Volunteer Opportunities. Once approved, these documents will be added to our website. Preparing a volunteer strategy is the third 2009 job objective assigned by the Board to the CEO.

Chilifresh:

Our OPAC has a new look. As of Nov. 24th BPL has *Chilifresh* (<http://chilifresh.com/>). Customers can post reviews online; rate the books, movies and CD's in our collections; and read other patrons' reviews. The cost for this software in 2010 is \$627.00, negotiated by the Ontario Library Consortium for its members.

Children's Services:

1. Holiday programs:

- a) Help us decorate our Mitten Tree! We are accepting donations of winter mittens of all sizes to put on our Christmas tree. The mittens will be donated to the Salvation Army.
- b) Christmas programs are as follows:
 - Holiday Toddler Tales - Tuesday, December 15 - 10:30am - 11:00am
- Stories, songs, games and rhymes with a holiday theme for children 2 years old accompanied by an adult
 - Card making workshop - Wednesday, December 16, 6:30 to 7:30 p.m. Make unique greeting cards, place cards and gift tags to help celebrate the season. For ages 5 to 12
 - Holiday Preschool Storytime - Thursday, December 17, 10:30am - 11:15am
- Stories, songs, games, rhymes and a holiday themed craft for independent children 3-5 years old.
 - Gingerbread House Decorating , Saturday, December 19, 10:30am - 11:30am
- Decorate a "gingerbread" house with yummy candies to share with your family. Ages 5-12
 - **Holiday family movies:** *How the Grinch stole Christmas*, Saturday, December 5 at 2 p.m. and *The Polar Express*, Saturday, December 19 at 2 p.m.

2. **Christmas artwork:** The artwork of Ms. Secord's grade 2/3 class at St. Francis Xavier School is on display around the circulation and children's information desks.
3. **Children's Programs – Winter session:** Registration takes place on Monday December 7 for the winter session of programs which run from January 4 to February 11. Our Toddler Tales program on Tuesday mornings offers stories songs, games and rhymes for children age 2 accompanied by an adult. Preschool Storytime is offered on Thursday mornings with stories, games, rhymes and a craft for independent children age three to five. The fee is \$6.00 per child for a six week session.

YA Services: Our drop-in teen programs on Thursday afternoons are growing in popularity. Combined figures for September, October and November show that 70 teens attended Game On; 39 attended the Anime club; and 19 attended Flickit, the movie showing. Nineteen teens participated in the Halloween costume party. The BLT (Brockville Library Teens) are holding their annual bake sale on Saturday December 12 from 10 a.m. to 3 p.m. to raise money for teen services and collections.

Adult Programs: Brockville Public Library has gained the valuable services of an experienced scrapbooker and paper crafter who will be volunteering her time one Wednesday each month to lead classes. The first class was on Wednesday, December 2 from 6:00 to 7:30 p.m. The project was to make holiday greeting cards, one gift card holder and one candy holder/ornament (including treats). Registration is at the circulation desk.

Publicity: The *Recorder and Times* published an article and coloured photographs by reporter Deanna Clark on Friday November 20 in honour of Canada's National Child Day. The article focused on the Leeds/Grenville literacy program *Read to Every Kid Every Day* and the Library's new computer literacy computer for children. November 20th has been celebrated annually in Canada since 1993. It commemorates the United Nations adoption of two landmark documents concerned with the human rights of all children and youth: *The United Nations Declaration on the Rights of the Child* on November 20, 1959 and the *United Nations Convention on the Rights of the Child* on November 20, 1989.

Outreach: I gave two library tours for Cathy TeKamp's St. Lawrence College students on Friday November 27. I reviewed BPL's print, online services and outreach programs and services for children and adults, answered questions, and received valuable feedback about our services.

Books, Blogs and Tweets: At the invitation of David Thomas, Director of Education for the Upper Canada District School Board, I attended a round table discussion on high school libraries on Wed. December 2 in Kemptville. Participants included Board administrators and directors, principals, mayors, teachers, students, and public librarians. The goal was to develop recommendations to the School Board on "organizing and shaping our libraries for the futures."

The goal was to “build increased levels of student engagement and increased levels of student achievement.” It was particularly interesting and valuable to me to hear what the students had to say. All recommendations for this session will be consolidated in a report for senior school board administration.

Margaret Williams
CEO and Chief Librarian