

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Monday - January 18, 2010 at 4:30 p.m.

CALL TO ORDER: At 4:34 p.m.

PRESENT: M. Wicklum, J. Wlodarczyk, C. Quick, R. Sands, N. Bowman, D. Dodge, G. Beach and M. Williams.

ABSENT: D. Dodge, J. Cullen and R. Sands

APPROVAL OF THE AGENDA: It was moved by C. Quick and seconded by G. Beach that the amended agenda be approved with additional items under "New Business". CARRIED

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

CHAIRPERSON'S REMARKS: Chairman M. Wicklum informed the Board that Michael Chan has replaced Aileen Carroll as the Minister of Tourism and Culture.

CONSENT AGENDA: It was moved by C. Quick and seconded by N. Bowman that the following consent agenda items be approved: the minutes of December 14, 2009; and revised volunteer policies: Volunteer Policy, Volunteer Code of Conduct and Volunteer Opportunities. CARRIED.

BUSINESS ARISING FROM THE MINUTES:

- a) Board self-evaluation reports: M. Wicklum commented that some trustees still need to complete this report. She will send a copy of the questionnaire to Councillor Beach.
- b) The Federation of Ontario Public Libraries (FOPL) had sent an invitation last November inviting BPL to become a member. After some discussion the Board decided to delay membership in FOPL for another year and instead to use the money saved to pursue local initiatives.

ACCOUNTS: It was moved by J. Wlodarczyk and seconded by C. Quick that the Brockville Public Library approve of accounts payable for the Brockville Public Library for the month of December 2009 in the amount of \$65,415.70 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 January board package, M. Williams reported as follows:

- a. Futures Symposium/ Libraries 2020: Three staff and one board member attended this symposium in Toronto on September 24, 2009. It provided an opportunity for the public library community to focus on trends that will affect public libraries over the next decade. Participants identified five strategies to develop and as a result a number of focus groups will take place in February. Amanda Robinson, Manager of Access Services and head of Information Services at BPL, has been chosen to participate in one of these groups in Toronto. The next step will be to refine these strategic directions into action plans that can be undertaken by provincial organizations and/or libraries. Wendy Newman (Senior Fellow and Adjunct Instructor, University of Toronto, Faculty of Information) will prepare a strategic document for the \$15 Million Planning Group by March 5, 2010.

- b. Children's Services: Registration for the Silver Birch reading program for children in grades three to six is underway. This program runs from January to April 2010. Voting day for the *Read to Every Kid Every Day Literacy Challenge* takes place on January 27, *Family Literacy Day*.
- c. Insurance: The CEO provided feedback to city staff regarding Library assets as listed in the City's current insurance policy.

NEW BUSINESS:

- a. The Board received the *Planned Giving* and *Procurement* policies for review and approval at the February meeting.
- b. The Board received a new policy, *Accessible Customer Service*, for review and approval at the February meeting.
- c. Knowledge Ontario: It was moved by C. Quick and seconded by J. Wlodarczyk that the Brockville Public Library Board, i) values the programs delivered by Knowledge Ontario; ii) supports Knowledge Ontario's request for sustainable funding from the provincial government, and iii) will send a letter to the Minister of Culture emphasizing these points. CARRIED
- d. Finance: The Board passed a motion as follows:
 - i. It was moved by N. Bowman and seconded by J. Wlodarczyk that the Brockville Public Library Board approve a revised 2010 budget, requesting a municipal operating grant of \$577,391.00, a 2.19% increase over 2009. CARRIED

The Library Board will present its 2010 budget to City Council on Thursday February 4 at 7 p.m.

- ii. Wage increase: It was moved by N. Bowman and seconded by C. Quick that for the purpose of maintaining pay equity, the Brockville Public Library Board approve a 1.5% wage increase for library employees (excluding pages and supply rate) effective Jan. 1, 2010. CARRIED

It was moved by N. Bowman and seconded by C. Quick that the Brockville Public Library Board approved wage increases for pages effective March 31, 2010, starting rate \$9.60; after two years \$10.25. CARRIED.

- e. Christmas hours: The Board decided that in 2010 the Library will be closed for the Christmas holiday period on December 25, 26 and 27; and on January 1, 2 and 3.
- f. Governance:
 - i. The Board noted that D. Dodge had missed three consecutive board meetings in the fall of 2009. It states in the *Public Libraries Act* that, without prior approval by the Board, this is grounds for dismissal from the board. Mrs. Dodge has assured the Board Chair that beginning in February 2010 she will be able to regularly attend board meetings.
 - ii. Board meeting time: The Board decided, for the convenience of some members and to ensure a quorum, to change its meeting time each month to 4:30 p.m. from the previous 4:00 p.m.

NEXT MEETING: Monday February 8, 2010 at 4:30 p.m.

ADJOURNMENT: Moved by G. Beach at 5:20 p.m.

CEO'S REPORT – JANUARY 11, 2010

Connectivity funding:

SOLS confirmed on December 14, 2009 that our request for additional connectivity funding in order to change from our current DSL service to Cable has been approved.

Computer backup system:

We were having problems with the backup tape drive with cassette tapes getting damaged. On December 16 *Lanscapes* came on December 16 and replaced this tape drive with an external hard drive which has a USB port. The cost is covered in our maintenance agreement. Staff will no longer have to change the backup tapes daily. We will receive an email confirming that the backup has run successfully. Two copies of all of our data are stored off site.

Electrical Inspection:

A representative of the Electrical Safety Authority inspected the library on December 16. A copy of the report will be sent to me.

Symposium 2020:

SOLS is planning follow-up focus meetings during the first week of February, 2010 to further define and determine strategic actions resulting from the symposium. I have registered Amanda Robinson, Manager of Access Services. Travel, accommodations and meals will be covered.

Literacy Programs Research by FOPL:

In fall 2009 the CEO completed a questionnaire prepared by the Federation of Ontario Public Libraries (FOPL) on the subject of public library literacy programs with the purpose of assisting the Ontario Ministry of Culture and other government agencies understand the role played by public libraries in promoting print literacy. This study was partly funded through the Ministry of Culture's Library Strategic Development Fund, and responds to a direct request by Minister Aileen Carroll in a letter to the Federation dated August 5, 2008. In that letter she said that her Ministry has "general statistics on public library programming and attendance, but lacks specific data on public library-based or supported family and children's literacy programming." She asked for FOPL's assistance by "gathering data from its members on public library programming in support of literacy and family literacy." A total of 204 Ontario public library boards participated in the survey process, between August 26 and October 5, 2009. Out of 318 libraries which received surveys, 204 responded for an overall response rate of 64%. The service areas which are represented by responding libraries account for 87% of the Ontario population.

Margaret Williams
CEO and Chief Librarian