

BROCKVILLE PUBLIC LIBRARY
MONTHLY BOARD MEETING Monday - March 8, 2010 at 4:30 p.m.

CALL TO ORDER: At 4:30 p.m.

PRESENT: M. Wicklum, N. Bowman, R. Sands, C. Quick, D. Dodge, M. Williams. Guest: Virginia Glover, Brockville Community Foundation

Absent: G. Beach, J. Cullen and J. Wlodarczyk

APPROVAL OF THE AGENDA: It was moved by D. Dodge and seconded by R. Sands 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: M. Wicklum introduced Virginia Glover, a board member for the Brockville Community Foundation. Library trustees introduced themselves. Mrs. Glover gave an overview of the history and work of the Foundation which supports initiatives through its grants program in Brockville and in Leeds and Grenville. The Brockville Public Library has an endowment fund with the Foundation.

CONSENT AGENDA: It was moved by D. Dodge and seconded by C. Quick that the minutes of February 8, 2010 be accepted as presented. CARRIED

BUSINESS ARISING FROM THE MINUTES:

- a. Personnel Policy Manual: This item was tabled to the April meeting.
- b. Board self-evaluation reports: This item was tabled to the April meeting.

CORRESPONDENCE: A thank you letter was received from Sandra Lawn, Board Chair of the St. Lawrence Shakespeare Festival, thanking the Brockville Public Library for the donation of a 1 year non-resident library membership for the Festival's Valentine Silent Auction fundraiser. The Brockville Library Board expressed approval for this donation.

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 February 2010 in the amount of \$59,679.66 and that this be authority to pay same. CARRIED.

The Board questioned the selection process for the purchase of a new computer projector and asked the CEO to report at the next meeting.

REPORT OF THE C.E.O.: In addition to her written report which was distributed in the March board package, M. Williams reported as follows:

Budget update: Unexpected expenditures on the Building Maintenance Line: Electrical work has been required as follows:

- a. Replacement of a cover plate on the electrical panel was required by the Electrical Safety Authority inspector. The cost was \$116.55.

b. During the regular monthly check of the fire alarm system, one section of emergency lighting on the second floor did not come on. Two other battery sets for emergency lighting had to be replaced last year. The CEO pointed out that the building is fourteen years old and suggested that more money needs to be put in the building maintenance line in the 2011 budget.

Hydro Meter: The CEO consulted with Chris Abrams of 401 Electric regarding the Board's concerns about the accuracy of our Hydro meter. Mr. Abrams advised that based on his experience, hydro meters are very accurate and that the Board should not take on the expense of having it checked.

Health and Safety:

a) Ergonomic assessments and repetitive stress injuries: The CEO consulted with city staff and was told they have used the services of ACCLAIM Ability Management. This company's quote for the library is \$450 per assessment plus travel. The Board decided they needed quotes from other companies for comparison.

b) The CEO reported that she has a meeting scheduled with the Education Safety Authority of Ontario (ESAO) to discuss health and safety requirements.

Community Outreach: Chrissy Barker, Community Outreach and Volunteer Coordinator, has organized a guest speaker program for adults: on March 16, Nisar Beg's topic is "The changing face of China"; and on April 7, to celebrate National Poetry month, two poets will visit BPL.

Ms. Barker's Olympic program, *With glowing hearts: the Olympic Games*, brought in 361 people to view Olympic events in the library meeting room between Feb. 13 and Feb. 28. Our community partners were CompuSilv which provided a computer projector free of charge, and TV COGECO who installed cable at no cost. The number of volunteer hours in February was 159.5 as compared with 120 hours in January.

Leeds, Grenville & Lanark survey:

The CEO received an email on Fri. March 5 from Dr. Anne Carter, Medical Officer of Health and Chief Executive Officer, requesting completion of a survey to assist them in their program review and prioritization process, a component of which is ensuring that they are collaborating with their partners in the most effective and efficient manner possible. The CEO completed the online survey.

TVO'S Agenda Camp: The CEO was invited to participate in a consultation forum on Sunday Feb. 28 at St. Lawrence College. This all-day event was organized to prepare Steve Paiken, host of *The Agenda*, for a live broadcast about Brockville on Monday March 1.

Publicity: A letter from Mariko Boag, a former Brockville Library trustee, was published in *The Recorder and Times* on Tuesday February 23, 2010 under the heading, *Give a gold medal to Brockville library*. The letter read: "Go, Canada, go – and go, Brockville, go. I am hoping the staff at the Brockville Public Library realize how much we appreciate what they are doing, with their coverage of the Olympic Games, to promote national pride and unity. They have certainly given us community pride. Go, Brockville Library, go!"

NEW BUSINESS:

- a. Policy: The Board received the *Children's Services Policy Manual* for review and comment at the April board meeting.
- b. Strategic Plan: In a verbal report, the CEO informed the library board that at the January staff meeting staff had discussed BPL's new strategic plan (approved by the board in November 2009) and had commented that neither they nor the public had had direct input into the preparation of this document. In the ensuing discussion at the board table, it was made clear that this document is in fact a planning document for the development of a new strategic plan. The CEO commented that the challenge will be "to skate to where the puck is going to be" (Wayne Gretzky) and then she briefly outlined a plan for gathering feedback from the community about the future direction of the Brockville Public Library. She proposed that board and staff should engage with the public where they prefer to gather such as senior clubs, and public playgrounds; a brief survey be distributed by mail; our online survey be reintroduced; and that we participate in public events such as *Riverfest*. The CEO also asked that some money be allocated to this effort. The Board asked the CEO to invite staff to make a presentation about strategic planning at the April board meeting.
- c. Board meetings: The Public Libraries Act, R.S.O. 1990, CHAPTER P.44 has been revised effective April 1, 2010 as follows:

Meetings: (1) A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary. 2009, c. 33, Sched. 11, s. 7 (2)

The Board chair asked that scheduling of board meetings be put on the April agenda for discussion.

- d. CEO's performance review: The Board chair announced that the CEO's performance review was due. The Board agreed to the CEO's request that she develop an alternative evaluation form, one based on goals.

NEXT MEETING: Monday April 12, 2010 at 4:30 p.m.

ADJOURNMENT: Moved by D. Dodge at 6:20 p.m.

CEO'S REPORT – MARCH 2010

Please note the following:

1. Quorum: Two trustees – Gord and Jennifer - said at the February meeting that they will not be attending the March 8th meeting.
2. New Email: Jennifer Cullen has a new email: jcullen2010@live.com

Customer Service – New services:

1. Book Club sets for Book Clubs:

Mrs. Laura Julien, head of Interlibrary loan services for BPL, suggested last year that we prepare ten sets of books for use by local book clubs. We now have 8 of the 10 book club sets ready to go for a six-week loan period and some are already circulating. This service should keep some pressure off of our popular Interlibrary loan service.

2. Our book depository is now open 24/7 for customers' convenience. Staff retrieves items twice a day. We have not yet made a public announcement of this change. We wanted to see how popular it would be and what issues might arise with this change. To date, it is working very well.

Children's Services: March Break programs, March 15 to March 19

Lisa Cirka, Children's and Youth Program programmer planner, has prepared the following programs:

- Monday, Kindermusik with Esther Janssens for children age 7 and under
- Tuesday, 10:30 a.m. – a) Drop in family story time; and b) 2 p.m. a free family movie, "Where the wild things are" which is based on Maurice Sendak's picture book of the same name.
- Wednesday, a) at 10: 30 a.m., Meet Trax, a police service dog from the Brockville Police Forces' K9 unit; b) 2:30 to 4 p.m., Tween Gaming – Wii and board games
- Thursday, 10:30 a.m. for ages 8 and up, "Have you tried soap carving?"
- Friday, a) 10:30 a.m., PAWS to Read: read a book to a specially trained service dog; b) 2 p.m., free family movie, "Planet 51".

Pre-registration is required for some programs. All programs are free.

Margaret Williams
CEO and Chief Librarian
Brockville Public Library