

**BROCKVILLE PUBLIC LIBRARY
MINUTES**

MONTHLY BOARD MEETING Monday – December 12, 2011 at 4:30pm

CALL TO ORDER: 4:30 PM

PRESENT: Board Members: R. Sands, M. Wicklum, N. Bowman, C. Quick, L. Wales

Staff: P. Sutherland (secretary for this meeting), C. Fischer

Regrets: J. Cullen, S. Dickinson, L. Burse

APPROVAL OF THE AGENDA: Moved by C. Quick and seconded by L. Wales that the agenda be approved with the following additions to New Business: Provincial statistics comparison 2010-2011, Auditor.

DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: None declared

CHAIR'S REMARKS: N. Bowman noted that Pat Enright who assisted BPL during the CEO transition period had been appointed as CEO of the Kingston-Frontenac Public Library. Congratulations were extended to Pat.

CONSENT AGENDA: It was moved by L. Wales., and seconded by R. Sands. "That the Brockville Public Library approve the consent agenda items as follows: minutes of the previous meeting – November 14, 2011." CARRIED

BUSINESS ARISING FROM THE MINUTES:

- a) Technology Plan Review – N. Bowman noted that there were a number of areas that would benefit from editing and would send the revisions to P. Sutherland. The Plan will be presented to the Board for a motion to adopt at the January 2012 meeting
- b) Annual Plan 2011-2012 Status Update – The status update document was accepted by the Board.

CORRESPONDENCE: (none)

ACCOUNTS:

1. The November accounts were distributed.

It was moved by R. Sands, and seconded by C. Quick "That the Brockville Public Library Board approve of accounts payable for the Brockville Public Library for the month of November 2011 in the amount of \$61,086.72 and that this be recognition to pay same." CARRIED

CEO REPORT: The CEO Report was received as distributed.

NEW BUSINESS:

1. Financial Update – year end projections: BPL’s 2011 budget submission to the City of Brockville included under revenue a transfer from reserve of \$19,575.00. Expense savings in the 2011 fiscal year (savings in reduced salary and benefit payment re: CEO position) allows that the amount to be withdrawn from reserve be reduced to \$9,575.00.

It was moved by L. Wales, and seconded by N. Bowman “That the Brockville Public Library Board transfer \$9,575.00 from our reserve account held by the City of Brockville to the Brockville Public Library operating funds for the year 2011.” CARRIED

Discussion also centered around the auditor’s recommendation to transfer any unused unspecified donations from the library’s operating account at the end of the fiscal year. Transferring a sum of money (10% up to a maximum of \$1,000) to the Brockville Public Library Community Foundation Fund was discussed, but no decision made at this time. It was decided to transfer the funds to the Roots & Wings Fund for future allocation.

It was moved by C. Quick, and seconded by R. Sands “that the Brockville Public Library transfer all unspecified donation monies left unspent in the operating account as at December 31, 2011 to the Brockville Public Library Roots and Wings Fund.” CARRIED

2. Budget presentation January 3, 2012: BPL is scheduled to present its 2012 budget to City Council on Tuesday, January 3rd. It was agreed that the CEO will present the budget and as many board members as possible will attend the session. The CEO will contact the city to determine what visuals they will be presenting on behalf of the library (done – a 5 yr historical chart of the library budget). The CEO will prepare a brochure for handout to city council members, as well as speaking notes for review by the Board. It was noted that the Chair/CEO should schedule a ‘Good News Report’ to city council in the first half of 2012 to present its annual report.
3. Accreditation Audit – the audit was received with thanks by the Board.
4. OLA Superconference 2012 attendance: Board members S. Dickinson and M. Wicklum (who is a convenor) will be attending the conference in February 2012. Staff members P. Sutherland and L. Cirka will be attending as well. Library administration will register all attendees by the early bird deadline.
5. Logo Launch: It was agreed to postpone the logo launch event to mid-January 2012. The CEO will determine other events during that time and plan for the launch on either the 2nd or 3rd Thursday of January.
6. 2012 AGM – Striking of Nominating Committee: The library AGM is planned for Monday, January 9, 2012 and will be advertised in the local paper. The Chair will contact J. Cullen to chair and strike a Nominating Committee for elections.
7. 2010-2011 Provincial statistics comparison: a comparison between the ‘Typical Week’ 2010 and 2011 statistics was circulated. The comparison shows substantial decreases in a number of areas, due partly to (unknown) inaccurate statistical reporting from 2010. What the statistics represent was discussed and it was agreed that output statistics did not fully reflect the use of

the library by its patrons, and that additional methodologies to assess youth and measure impact/outcomes were required.

8. Auditor: C. Quick questioned the amount of money budgeted annually for the library audit, noting that it appears abnormally high compared to audit costs incurred by similar institutions who arrange annual audits using the same firm, eg. Brockville Museum. The CEO was tasked with contacting the Brockville Museum to confirm their arrangements and costs for their annual audit and then to follow-up with the City and/or audit company.

IN CAMERA:

The Board moved in-camera to discuss a confidential personnel matter.

Moved by L. Wales @ 5:35pm

Out of in camera:

Moved by L. Wales @ 6:10pm

NEXT MEETING: Monday, January 9, 2011, following AGM

ADJOURNMENT: Moved by L. Wales at 6:10pm

**BROCKVILLE PUBLIC LIBRARY BOARD
CEO REPORT**

December 12, 2011

REPORT ON STRATEGIC PLAN PRIORITIES

1. *Community Outreach*

Programming:

Children, Tween & Teen:

Lisa Cirka has been very active in the children's department promoting the Read to Every Kid Everyday Initiative in the schools (17 kindergarten classroom visits with 340 children) and at a parent literacy evenings organized by Toniata School. Lisa has been testing our off-site library card registration pilot at these literacy events. The Read to Every Kid Everyday visits are in addition to her regular library school visits (total of 9 visits in November with 110 students), and in-house programming for children (6 programs, 109 participants), tweens (5 sessions, 25 participations), and teens (6 sessions; 53 participants). Lisa also delivered a Baby Rhyme Time program at the Ontario Early Years Center for 14 new mothers and babies. All in all, it has been an incredibly busy month for children's services and a successful year with 262 programs offered year to date for 3,688 youth!

Adult:

6 programs were offered for 128 participants. Adult programming will be a focus in the coming year with emphasis on lifelong learning opportunities and partnerships with various community-based organizations within the City. Two programs geared to Small Business and Entrepreneurs have been booked for early in the New Year.

Of special note in November was the Transitions Brockville meeting featuring the Hon. Stephane Dion which drew 55 people into the library for a lively presentation and discussion. Circulation desk staff on duty during the program were quick-thinking and had Mr. Dion sign the library's copy of his book!

Services:

Interlibrary Loan, Book Club: Interlibrary loan service continues to increase, yet remain a neutral service: Items shipped this month 201, items received 200. The library will also be offering 4 more book club sets to be launched in January.

The Daisy Readers and first collection shipment of alternate format materials for individuals with print disabilities has been received. Amanda Richardson is coordinating the development of this new service and the training of staff. It is expected that library procedures and all promotional and public information items will be completed by the end of December. This service will be promoted in January (press, posters, outreach).

2. *Community Connections*

Education & Literacy:

Participation and promotion of the 2011-2012 Read to Every Kid Every Day Literacy Project. The CEO has also been attending the monthly Best Start Network of Leeds and Grenville meetings on behalf of

the regional libraries, and is working with the network to develop a community resources brochure to be distributed to all families with children from the ages of 0-6.

Arts & Culture:

Working with the Thousand Islands Writers Festival, the library is planning to bring in author Anne Raina (Clara's Rib) for 2 days to deliver both school and public readings. The tentative date is mid-February.

The Thousand Islands Quilters Guild have hung their annual December quilt display on the second floor of the library. The pieces are eye-catching and add a beautiful element to the space.

New Immigrants:

The CEO attended on November 21st a Regional Leaders' Roundtable Session, organized by the Leeds & Grenville Immigration Partnership, for organizations that appear to be point of First Encounters for newcomers in our communities. The CEO from North Grenville PL was also in attendance. It was a very fruitful meeting and many good connections were made; the library was certainly identified as a valuable partner in delivering and promoting settlement services to new immigrants to the region.

General:

Lisa Cirka handed out 200 Holiday Program Bookmarks (with candy!) to the crowd waiting for the Santa Claus Parade on Saturday, November 26th.

The Mitten tree is set up in the lobby and already has a wonderful assortment of hand-knit mittens and toys. These goods will be delivered to the Salvation Army in December

3. *Making a Difference*

Computers due for recycling have been replaced and all stations – public and staff – have been updated with Microsoft Office 2010 and new anti-virus software.

Small improvements to layout and increased display space have been made by library staff. The need for a total 'rethink' of the library layout was highlighted in the Accreditation Audit, and until such time as that is possible, library staff will be encouraged to develop and implement small layout changes to make the library more comfortable and promote various areas of our collection. What is encouraging is that staff are using our performance measurement data and collection analysis data to inform their ideas and responses.

The CEO attended two professional meetings this month – Friday, December 2nd the joint meeting of ARUPLO (Association of Rural and Urban Public Libraries of Ontario) and AMPLO (Association of Medium-Sized Public Libraries of Ontario), and on December 5th a SOLS – Leeds/Grenville meeting on Open Source Software.

4. *Empowered Library Personnel*

Margie Bentley completed her EXCEL Collection Development Course and shared with us the work she had done on collection and circulation analysis. Her data and conclusions have already proven quite valuable as we start to analyze our usage trends.

The Employee Recognition Committee held its first meeting on Friday, November 18th. The committee defined its mission, objectives and set forth an action plan on a go forward basis. A staff survey has been sent to gather input on what elements are important for staff recognition and the committee will be compiling the responses and developing a draft program for staff and CEO review.

5. Sustainable Future

Marketing:

The new BPL library cards have been received and a Logo Launch Event Plan was developed for mid-December, pending Board input. The library also submitted an ad, with its new logo, for inclusion in the 2012 Visitors Guide and Brockville Roadmap.

Fundraising:

The 'Adopt-a-book' program will be promoted during the logo launch event.

Staffing:

Brandy Smith was offered the position of Library Assistant, Adult Programming and Volunteer Coordination effective December 1, 2011. Brandy was previously the part-time Library Assistant and her position is being filled by Bonnie-Lee Marshall as a on-call Library Assistant, pending posting in the new year. All Internal candidates that interviewed for the position were impressive which is a testament to the quality of staff that are working at the library.

Library staff are, however, finding it a challenge to get work accomplished in a timely manner as a result of the new schedule which is contributing, among other factors, to decreased morale. Review of work processes, allocation of responsibilities and staff scheduling continues to be a priority.

Volunteers:

New and creative ways to engage volunteers with the library are being explored. In November, 21 volunteers donated 98 hours of worktime to the library. In anticipation of increased participation of volunteers, Laura Julien created a volunteer work area across from the children's workroom on the first floor.

Provincial:

Confirmed Provincial Cabinet Appointments:

Steven Davidson becomes Deputy Minister of Tourism and Culture, a role in which he has been acting since September, 2010. He was formerly the Assistant Deputy Minister of Policy in the Democratic Renewal Secretariat and Executive Coordinator of the Executive Council Office in Cabinet Office. Davidson has a Bachelor of Arts (Honours) from Queen's University and a Masters of archival studies from the University of British Columbia.

GOOD NEWS STORIES

Derek Gerritsen, our circulation clerk and volunteer facilitator of the teen program at the library shared a good news story regarding the D&D group. The kids in the group are writing a book based on the events of their latest quest and each member is writing a chapter outlining their character's "backstory." One of the group members is a talented artist and she is sketching and painting each of the characters.