

**Monday, March 21, 2016  
Buell St. Room, Brockville Public Library**

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**1. CALL TO ORDER: 5:00pm**

**PRESENT:** Board Members: N. Bowman, J. Cullen, P. Deery, C. Hannah, R. Sands, C. TeKamp, L. Wales, M. Wicklum. Staff: L. Chadwick.

**REGRETS:** C. Quick.

**2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):**

The Library's application to the Earning Capacity Project has been approved.

N. Bowman, L. Chadwick and A. Robinson will be participating in the training sessions.

**3. APPROVAL OF THE AGENDA**

Moved by P. Deery and seconded by J Cullen. Carried.

**4. DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: None.**

**5. CONSENT AGENDA:**

- a. February Board minutes.
- b. February statistics and financial statement.
- c. February/March CEO report.
- d. OLA Conference reports.
- e. Friends of the Brockville Public Library minutes.

N. Bowman commended staff on their detailed OLA Conference reports. N. Bowman will send the Friends of the Brockville Public Library a thank you letter for their recent donations to BPL. Moved by M. Wicklum and seconded by P. Deery ... "That the Brockville Public Library Board accepts the consent agenda which includes the February Board minutes, February statistics, February financial statement, the February/March CEO report, the OLA reports and the Friends of BPL minutes." Carried.

**6. FOR DISCUSSION/DECISION**

a. Children's Room Makeover – update:

The official presentation of the Rotary Club funding will be held on Friday, June 3, 2016 at 1pm in the Children's Room at the Library. Board members request that L. Chadwick deliver on-going project updates, including floor plans and procurement processes, at the regular Board meetings.

b. Marketing/ Fund Development Committee:

N. Bowman reported on the meeting of March 18, 2016. The meeting attendees discussed further details around the proposed launch date, branding, timelines, events and publicity for the new annual giving program.

c. Marketing Plan – final draft:

Moved by C. TeKamp and seconded by L. Wales ... "That the Brockville Public Library Board accepts the Marketing Plan – 25 as presented." Carried.

- d. Collection Management Policy – final draft:  
Moved by M. Wicklum and seconded by J. Cullen ... “That the Brockville Public Library Board accepts the Collection Management Policy – 13 as presented.”  
Carried.
- e. Inclement Weather Policy – minor revision:  
Following discussion, L. Chadwick will incorporate the Board’s recommendations.  
The revised policy will be on the agenda of the April 2016 Board meeting.

**7. FOR EXPLORATON**

- a. Human Resources Policy – first draft:  
Professional development in terms of continuing education for employees was discussed. Board members will send other suggestions and revisions to L. Chadwick. The second draft of this policy will be tabled at the April 2016 Board meeting.
- b. Volunteer Policy – first draft:  
Noted edits will be applied and the policy will return for final approval in April 2016.
- c. Advocacy: sharing|promoting|celebrating BPL:  
The Leeds & Grenville-wide MAPsack project in coordination with L&G Healthy Kids will be launched Friday, June 3 at 1pm at BPL.

**8. ITEMS FOR NEXT AGENDA**

- a. Inclement Weather Policy - final draft
- b. Human Resources Policy - second draft
- c. Volunteer Policy - final draft
- d. SOLS Trustee meeting report – J. Cullen

- 9. PRIVATE SESSION:** Moved to private session by R. Sands at 6:08pm to approve the minutes of the private session of February 22, 2016 and to discuss a personal matter. Moved out of private session by J. Cullen at 6:30pm.

- 10. MEETING EVALUATION:** Waived.

- 11. ADJOURNMENT:** Moved by M. Wicklum at 6:32pm.

**NEXT MEETING:** Monday, April 25, 2016 at 5:00pm at the Library.