

Monday, June 27, 2016  
Buell St. Room, Brockville Public Library

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**1. CALL TO ORDER:** 5:02 p.m.

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

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

N. Bowman commented on the excellent P&G Day of Giving at the Library and throughout the City. She will send a thank you letter to P&G on behalf of the Board and staff. A management letter from the auditor was circulated among the Board members. N. Bowman mentioned Eleanor McMahon, the newly appointed Minister of Tourism, Culture and Sport.

**3. APPROVAL OF THE AGENDA**

Moved by C. Quick and seconded by C. TeKamp. Carried.

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

**5. CONSENT AGENDA:**

- a. May Board minutes.
- b. May statistics and financial statement.
- c. May/June CEO report.
- d. Strategic Plan update

There was a discussion around the declining use of online databases. L. Chadwick will investigate the statistics and costing of the Recorder and Times on-line subscription.

Moved by M. Wicklum and seconded by C. Hannah ... "That the Brockville Public Library Board accepts the consent agenda which includes the May Board minutes, May statistics, May financial statement, the May/June CEO report including strategic plan update." Carried.

**6. FOR DISCUSSION/DECISION**

- a. Records Management Policy – final draft:  
Moved by J. Cullen and seconded by C. Quick ... "That the Brockville Public Library Board accepts the Records Management Policy 24 as presented." Carried.
- b. Programs, Events, Outreach Policy – first draft:  
Following discussion and suggested revisions, a second draft of this policy will be tabled at the August 2016 Board meeting.
- c. Social Media Policy – first draft:  
Following discussion and suggested revisions, a second draft of this policy will be tabled at the August 2016 Board meeting.

d. Fund Development - update:

N. Bowman discussed the committee's progress and plans to-date. The My Giving Library brochure was examined and printing options were discussed. L. Chadwick will investigate outsourcing the printing of the document.

Moved by C. Hannah and seconded by J. Cullen ... "That the Brockville Public Library Board approves the 'My Giving Library' brochure as presented." Carried.

e. Children's Room Makeover – update:

L. Chadwick outlined the procurement process and the resulting vendor quotes.

Moved by C. TeKamp and seconded by L. Wales "That the Brockville Public Library Board approves the procurement process and document for the Children's Room Project as presented and directs the CEO to proceed with purchases through the selected vendor." Carried.

f. 2015 Annual Report – draft:

Moved by M. Wicklum and seconded by L. Wales "That the Brockville Public Library Board approves the 2015 Annual Report as amended." Carried.

**7. FOR EXPLORATON**

a. Earning Capacity for Non-Profits Project – N. Bowman:

N. Bowman provided an update on the progress of this project. There is a grant opportunity for a second round of funding for consultation.

b. Advocacy: sharing|promoting|celebrating BPL:

Four Board members were honoured at the Provincial Volunteer Awards on Wednesday, June 15, 2016 held at the Brockville Country Club. L. Wales thanked the Library staff members who assisted with the Island Breakfast. It was suggested that the Library should explore making a connection with the Brockville Tunnel project.

**8. ITEMS FOR NEXT AGENDA**

- a. Programming, Events, Outreach Policy (update) – second draft.
- b. Social Media Policy (update) – second draft.
- c. Accessibility Plan (update) – first draft.
- d. 2017 preliminary budget discussion

**9. PRIVATE SESSION**

Moved to private session by C. TeKamp at 6:15 p.m. to discuss a personal matter. Moved out of private session at 6:52 p.m. by J. Cullen.

Moved by M. Wicklum and seconded by J. Cullen "That the Brockville Public Library Board approves the updated CEO job description as presented June 2016." Carried.

**10. MEETING EVALUATION:** Waived.

**11. ADJOURNMENT:** Moved by M. Wicklum at 6:55 p.m.

**NEXT MEETING:** Monday, August 22, 2016 at 5:00 p.m. at the Library.