

Monday, August 22, 2016  
Buell St. Room, Brockville Public Library

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

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

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

L. Wales chaired the Board meeting. Correspondence was received from the City of Brockville regarding the 2017 budget and from the Brockville and Area Community Foundation showing the Library's annual investment statement.

**3. APPROVAL OF THE AGENDA**

Moved by R. Sands and seconded by J. Cullen. Carried.

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

**5. CONSENT AGENDA:**

- a. June Board minutes.
- b. June/July financial report and statistics.
- c. June/July CEO report.

Moved by C. TeKamp and seconded by C. Quick ... "That the Brockville Public Library Board accepts the consent agenda which includes the June Board minutes, June/July financial report and statistics, and the June/July CEO report." Carried.

**6. FOR DISCUSSION/DECISION**

- a. Programs, Events, Outreach Policy – second draft:  
Moved by C. Quick and seconded by R. Sands ... "That the Brockville Public Library Board accepts the Programs, Events, Outreach Policy 19 as presented." Carried.
- b. Social Media Policy – second draft:  
Moved by C. TeKamp and seconded by R. Sands ... "That the Brockville Public Library Board accepts the Social Media Policy 21 as presented." Carried.
- c. Accessibility Policy & Plan – first draft:  
Moved by C. Quick and seconded by C. Hannah ... "That the Brockville Public Library Board accepts the Accessibility Policy & Plan (8 and 8A) as presented." Carried.
- d. Diverse & Inclusive Services Policy – first draft  
Moved by J. Cullen and seconded by C. Quick ... "That the Brockville Public Library Board accepts the Diverse & Inclusive Services Policy as presented." Carried.
- e. Fund Development – brochure quotes:  
A meeting of a sub-group of the Funding Development Committee was held on Wednesday, August 17, 2016. L. Wales announced that the launch of the first

annual My Giving Library campaign will be held on Wednesday, September 28, 2016 from 4:30 p.m. to 6:00 p.m. Invitations will be forthcoming within the next couple of weeks. The quotes for printing the brochure were not available. L. Chadwick will follow-up with the Board members by e-mail.

f. 2015 Y/E Payable – Transfer to the City:

Moved by R. Sands and seconded by C. Quick ... “That the Brockville Public Library Board approves the transfer of \$242,728, representing the audited 2015 year-end payable to the City, from the Library’s BMO account 1000-812 to the City’s BMO account 0000-044.”

g. 2017 Budget:

A brief discussion took place around service options and the new budgeted revenue entry for specified donations as a result of the upcoming My Giving Library campaign.

Moved by C. Quick and seconded by R. Sands “That the Brockville Public Library Board approves the draft 2017 Operating Budget as amended for a year over year increase of 1.98%.” Carried.

**7. FOR EXPLORATON**

a. Earning Capacity for Non-Profits Project – update:

L. Chadwick provided a brief update on the progress of this project.

b. Children’s Room Makeover – update:

L. Chadwick noted that the shelving and furnishings were ordered in late June. As soon as the mobile shelving units arrive the resources will be relocated for public access while the new flooring and painting are completed.

b. Advocacy: sharing | promoting | celebrating BPL:

L. Wales noted the visible success of remaining open on summer Sundays. The Board members extend a thank you to the Library staff for supporting these previously closed Sundays.

**8. ITEMS FOR NEXT AGENDA**

a. My Giving Library launch – update.

**9. PRIVATE SESSION**

Moved to private session by J. Cullen at 5:51 p.m. to discuss a personal matter. Moved out of private session at 6:50 p.m. by C. Quick.

**10. MEETING EVALUATION:** Very good meeting.

**11. ADJOURNMENT:** Moved by R. Sands at 6:55 p.m.

**NEXT MEETING:** Monday, September 26, 2016 at 5:00 p.m. at the Library.