

Monday, April 23, 2018
Buell St. Room, Brockville Public Library

1. CALL TO ORDER: 5:07 p.m.

PRESENT: Board Members: N. Bowman, J. Cullen, C. Quick, R. Sands, C. TeKamp, M. Wicklum, L. Wales. Staff: E. Farrell.
Regrets: C. Hannah

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

none

3. APPROVAL OF THE AGENDA

Moved by R. Sands and seconded by C. Quick. Carried.

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

5. CONSENT AGENDA:

- a. March Board minutes
- b. March Statistics & Financial report
- c. March CEO Report

Moved by M. Wicklum and seconded by J. Cullen... "That the Brockville Public Library Board accepts the consent agenda which includes the March Board minutes, March Statistics & Financial report, and March CEO report." Carried.

6. FOR DISCUSSION/DECISION

a. Audit

E. Farrell gave the Board an update on the status of the financial audit.

b. Facility Policy

Moved by C. TeKamp and seconded by M. Wicklum ... "That the Brockville Public Library Board approves the recommended revisions to the Facility Policy, sections 12 – 3 and 12 – 4 as presented." Carried.

c. Capital Plan

N. Bowman updated the Board that the Library did not receive funding from the City for its major capital request: updating the service desk.

E. Farrell updated the Board on a proposed idea for alternate funding to update the service desk, the remainder of the first floor and to replace the elevator.

d. Statistics review

E. Farrell discussed the statistics presented in the monthly statistics reports and provided context. The Board asked questions about the type of statistics collected and their use.

e. Trustee Council report

N. Bowman discussed the Trustee Council meeting and a couple updates to come out of that meeting. E. Farrell will work on a draft version of a policy for the Library and the Elections to be in line with changes to the *Municipal Act*.

f. Board succession planning

N. Bowman commented that the questions for the Board legacy document are almost ready to be sent out to the Board.

g. Terms of Reference: My Giving Library – draft

Deferred to next meeting.

7. FOR EXPLORATON

a. Advocacy: sharing|promoting|celebrating BPL

N. Bowman commented that the author visit on April 21 with Jena Wren, first-time author and Library Page, was a success.

b. Upcoming events

- May Friends of the Library Meet the Author event – Mary Cook
- Friends are having a White Elephant and Bake sale May 26 and 27
- E. Farrell is attending the Ontario Library Consortium meeting in Fergus, ON on April 27
- L. Julien, Manager of Customer Experience, will be accepting a cheque on behalf of the Library from the Maycourt Club of Brockville, Inc. on April 27 for updates to the teen section

8. ITEMS FOR NEXT AGENDA

- Draft presentation for June EDP meeting
- Auditor report
- Election policy
- My Giving Library Terms of Reference

9. PRIVATE SESSION

Moved to private session by L. Wales at 6:11 p.m. to discuss personal matters. Moved out of private session at 6:22 p.m. by R. Sands.

10. MEETING EVALUATION: Completed.

11. CLOSING REMARKS: The Library Board would like to thank the CEO and staff for their excellent support and resilience during this time of transition.

12. ADJOURNMENT: Moved by C. TeKamp at 6:25 p.m.

NEXT MEETING: Monday, May 28, 2018 at 5:00 p.m. at the Library.

Signature of the Chair: _____
(after approval)