

Monday, October 22, 2018
Buell St. Room, Brockville Public Library

1. CALL TO ORDER: 5:12 pm

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

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

None

3. APPROVAL OF THE AGENDA

Approved.

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

5. CONSENT AGENDA:

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

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

6. FOR DISCUSSION/DECISION

- a. My Giving Library Fall 2018 campaign

E. Farrell updated the Board on the upcoming programs for the Fall My Giving Library campaign. Library Board recommended sending a 'thank you' letter to the Brockville Legion in recognition of their support.

- b. Strategic Planning

E. Farrell discussed the next steps for the Library's new Strategic Plan: the creation of a Strategic Planning Committee. The committee will be formed in the New Year.

- c. Job Evaluations – no updates

- d. Defibrillator

The Library Board has recommended that we purchase a defibrillator for the Library. E. Farrell will seek costs options and coordinate the purchase and installation.

e. Security

E. Farrell discussed some recent issues with Library customers. The Library Board expressed a concern over the issues and made recommendations towards next steps. The Library Board wishes to stress the importance of providing a safe and welcoming environment for staff and customers while providing restorative justice for the community.

f. Facility update

E. Farrell discussed that facility maintenance had occurred on the exterior to address the potential issue of water coming through the foundation. E. Farrell will monitor this section over the spring to see if any next steps are needed.

E. Farrell will be working towards minor capital purchases before the end of the month.

g. Santa Claus parade

Discussion occurred over whether or not the Library should be open late for the Santa Claus parade in Brockville on Saturday, November 24, 2018. It was decided that the Library would not be open late this year.

7. POLICY REVIEW

a. Board Bylaws

N. Bowman discussed proposed updates to the Board bylaws. Board bylaws will return to the table at the November meeting.

b. Human Resource Policy

Moved by C. Hannah and seconded by C. TeKamp... "That the Brockville Public Library Board approves the recommended revisions to the Human Resources Policy – 8 as presented."
Carried.

c. Health and Safety Policy (first tabling)

E. Farrell discussed proposed updates to the Health and Safety policy and procedures. This will return to the table at the November meeting.

d. Facility Policy – 12-1 & 12-9

Moved by C. Quick and seconded by C. Hannah... "That the Brockville Public Library Board approves the recommended revisions to the Facility Policy 12-1 & 12-9 as presented."
Carried.

8. FOR EXPLORATON

- a. Advocacy: sharing|promoting|celebrating BPL

N. Bowman shared a story of a family who was driving from Montreal to Toronto and stopped at the Library as they knew it would be a welcoming place for their children to play and stretch their legs after a long car ride.

- b. Upcoming events

- Nov. 21: Health and Wellness Day at the Library. Different agencies will be on-site to meet with customers and potential clients in order to provide many health services in one location.

9. ITEMS FOR NEXT AGENDA

- Health & Safety
- Board Bylaws
- Bookkeeper – contract position
- Job Evaluation
- Board Legacy planning

10. PRIVATE SESSION: none.

11. MEETING EVALUATION: Deferred.

12. ADJOURNMENT: 7:00 p.m.

NEXT MEETING: Monday, November 26, 2018 at 5:00 p.m. at the Library.

Signature of the Chair: _____
(after approval)