

Monday, November 26, 2018
Buell St. Room, Brockville Public Library

1. CALL TO ORDER: 5:02 pm

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

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

Emily thanked the Board for their contributions and support over the past four years. Board members were presented with a small thank you gift.

3. APPROVAL OF THE AGENDA

Approved.

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

5. CONSENT AGENDA:

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

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

6. FOR DISCUSSION/DECISION

- a. My Giving Library Fall 2018 campaign

E. Farrell updated the Board on the SweetLegs Pop-up Shop fundraiser. Some other small fundraisers will occur before the end of the year.

- b. Strategic Planning

E. Farrell discussed the presented summary of the Community Engagement Survey. Participants will be sought for the Strategic Planning committee in the New Year.

- c. Job Evaluations – no updates

- d. Bookkeeper - contract

Moved by C. TeKamp and seconded by R. Sands... "That the Brockville Public Library Board extend the current bookkeeping service agreement to December 31, 2019." Carried.

- e. Holiday closures 2019

Moved by R. Sands and seconded by C. Quick... “That the Brockville Public Library Board approves the 2019 Holiday closures as presented.” Carried.

f. 2019 budget submission

N. Bowman updated the Board on the 2019 budget submission and preliminary presentations at the City.

g. OLA conference

E. Farrell and M. Bentley will be attending the OLA Super Conference the end of January 2019 on behalf of the staff. N. Bowman will be attending representing the Board. E. Farrell mentioned that there were some funds to send another Board member.

h. Safety and security

E. Farrell discussed recent training for the staff surrounding dealing with difficult customers. Thanks is given to the guest speakers who attended the staff training day. More in-depth professional development will occur in the New Year to expand on staff skills.

i. Trustee Council report

J. Cullen reported on the Trustee Council meeting that took place at the North Grenville Public Library. Trustees were given a tour of the library before the meeting. Thanks to the North Grenville Public Library and Peggy Malcolm for hosting and facilitating this meeting. The Library Board will be seeking a new representative to attend these meetings in the New Year.

7. POLICY REVIEW

a. Board Bylaws

Moved by J. Cullen and seconded by C. Quick... “ That the Brockville Public Library Board approves the recommended revisions to the Board Bylaws as presented.” Carried.

b. Health and Safety Policy

Moved by C. TeKamp and seconded by R. Sands... “That the Brockville Public Library Board approves the recommended revisions to the Health and Safety Policy – 7 as presented.” Carried.

8. FOR EXPLORATON

a. Advocacy: sharing|promoting|celebrating BPL – deferred.

b. Board transition

E. Farrell has compiled an orientation package and timeline for Board orientation starting in December.

c. Upcoming events – deferred.

9. ITEMS FOR NEXT AGENDA

- Election of executive

10. PRIVATE SESSION: none.

11. MEETING EVALUATION: Deferred.

12. ADJOURNMENT: 6:44 p.m.

NEXT MEETING: January at the Library. Date TBA.

Signature of the Chair: _____
(after approval)