



Brockville Public Library

Minutes: October 28th, 2024

Present: Chair M. Wicklum, Vice Chair L. Rayvaals, C. Wales. K. Hobbes, J. Fullerton, Mayor M. Wren, Zoom: C. Quick, K. McKinnon

Regrets: L. Pennell

1. Call to Order
2. Land acknowledgement:

In the spirit of reconciliation, the Brockville Public Library acknowledges the land on which it was originally established, and the work that it does, takes place on the territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

We are grateful for the significant and invaluable contributions First Nations, Inuit and Métis Peoples have made and continue to make across Turtle Island despite the historic and ongoing effects of colonialism.

As part of the Ontario Library Association, the staff and leadership at the Brockville Public Library are committed to active participation in reconciliation by amplifying Indigenous voices year-round, listening, learning, and providing resources so that we may work towards fulfilling [CFLA-FCAB's Truth & Reconciliation Committee Recommendations](#).

3. Introductory Remarks (information/announcements)
4. Approval of amended Agenda - C. Wales
5. Declaration of Conflict of Interest
6. Consent Agenda
 - a. September 30th, 2024 Board minutes
7. For discussion
 - a. Closed session about an identifiable individual 6pm C.Wales
 - i. Rose without Reporting at 6.44pm
 - b. Staff member Siggy leslie-Casselman
 - i. deferred to November meeting

- c. Executive Report
- d. 2022 Financial Audit report
- e. 2023 Financial Audit update
- f. Health and Safety Policy for approval (distributed in August)
 - i. Deferred to November meeting
- g. Emergency Procedures Manual for information (distributed in August)
- h. Social media policy for information and approval in November (updated photography permission)
- i. Board Bylaw committee update
 - i. Motion: "Amendment to Bylaw 3: Composition of the Board
 - 1. The Board consists of a minimum of five and a maximum of nine trustees appointed by the City Council. The Majority of trustees shall not be elected officials." The appointed trustees will be the voting members of the Board."
- j. Board Workplan Committee update
 - i. Draft workplan distributed and comments to L Rayvals via email are welcomed.
- k. Training on Advocacy from the Federation of Public Libraries - Advocacy Training: Effective Meetings with MPs and other Stakeholders CFLA-FCAB is hosting a 60-min session with Impact Public Affairs, CFLA-FCAB's government relations and communications firm, on how to conduct effective meetings with government officials, policy staff and other key stakeholders. The session is open to all members of CFLA-FCAB member associations and committees. Nov 14, 12:30 PM EST | Register
https://us06web.zoom.us/meeting/register/tZ0pcuChpzovGtXJA_Z46ZwrewQaPP_qKXBI#/registration
- l. Board-Councillor relationship building update from Board members
 - i. No updates
- m. 2025 Library Board Meeting Dates
 - i. January 27
 - ii. February 24
 - iii. March 24
 - iv. April 28
 - v. May 26
 - vi. June 23
 - vii. No July meeting
 - viii. August 25
 - ix. September 22
 - x. October 27
 - xi. November 24
 - xii. No December meeting
- n. 2025 Library Closure Dates - deferred to November meeting
 - i. Wednesday, January 1st - New Years Day
 - ii. Sunday, February 16th - Family Day weekend
 - iii. Monday, February 17th - Family Day
 - iv. Friday, April 18th - Good Friday
 - v. Sunday, May 18th - Victoria Day weekend
 - vi. Monday, May 19th - Victoria Day
 - vii. Tuesday, July 1st - Canada Day
 - viii. Sunday, August 3rd - Civic Holiday Weekend
 - ix. Monday, August 4th - Civic Holiday

- x. Sunday, August 31st - Labour Day weekend
- xi. Monday, September 1st - Labour Day
- xii. Sunday, October 12th - Thanksgiving weekend
- xiii. Monday, October 13th - Thanksgiving Monday
- xiv. Thursday, December 25th - Christmas Day
- xv. Friday, December 26th - Boxing Day

- 8. Items for next agenda (add as identified)
- 9. Meeting evaluation/roundtable discussion
- 11. Adjournment – Next meeting: Monday, November 25th, 2024: 5:30pm.

2025 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :

January 22nd
February 26th (Due to Feb 19 being Family Day)
March 25th
April 22nd
May 27th (due to May 20 being Victoria Day)
June 24th
NO July Meeting
August 26th
September 23rd
October 28th
November 25th
NO December meeting.