

**Monday, April 24, 2017
Buell St. Room, Brockville Public Library**

1. CALL TO ORDER: 5:00 p.m.

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

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

N. Bowman highlighted the plans for Doors Open, May 26th to May 28th. The Friends of the Library are requesting donations of baking, white elephant items and time for assisting the Friends and staff over the weekend.

3. APPROVAL OF THE AGENDA

Moved by C. TeKamp and seconded by C. Quick. Carried.

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

5. AUDITOR PRESENTATION:

B. Wilson from Collins Barrow presented the 2016 audited financial statements. Questions and discussion followed.

Moved by R. Sands and seconded by L. Wales "That the Brockville Public Library Board approves the 2016 audited financial statements as presented."

6. CONSENT AGENDA:

- a. March Board minutes.
- b. March financial report and statistics.
- c. March/April CEO report.

Moved by C. TeKamp and seconded by J. Cullen..." That the Brockville Public Library Board accepts the consent agenda which includes the March Board minutes, March statistics and financial report and the March/April CEO report." Carried.

7. FOR DISCUSSION/DECISION

- a. Presentation to the Economic Development & Planning (EDP) Committee:
N. Bowman shared correspondence from S. MacDonald, City Clerk, around the upcoming presentation(s) to the EDP Committee. The first presentation will be on Tuesday, June 6, 2017 at 4:15 p.m., with a second one being planned for October. N. Bowman invited Board members to assist with preparing feature content.
- b. CEO updated performance appraisal:
N. Bowman shared a draft outline of the updated performance appraisal process. This item will return to future agendas for further input and finalization.
- c. Virtual Reality Project:
There has been no response to-date from the two grant applications that were submitted for this project.

- d. Facility Policy – review first draft:
Policy and procedures were discussed around display space (The Galleries) and community room use and rentals. L. Chadwick will meet with staff to discuss revenue options. This policy review will be discussed further at the May 2017 Board meeting.
- e. Community Hub – Apex Centre:
N. Bowman attended a meeting of this planning group on April 7, 2017. Updates on the expressions of interest and draft conceptual space plans were presented. Library Board and CEO will continue to monitor the progress of these plans.
- f. Community Use of Space Insurance:
L. Chadwick and M. Bentley attended a meeting at the City to revisit insurance requirements for the use and rental of City rooms and space. Staff from the Museum, the Arts Centre and the Arenas also attended this meeting.
- g. CEO Search:
The process continues for the selection of a new Library CEO.

8. FOR EXPLORATON

- a. Advocacy: sharing|promoting|celebrating BPL:
The Board members took a few moments to remember Valerie Kines as a remarkable community engagement leader and a true champion of the Library. A book will be purchased in her honour and added to the Library collection.
C. TeKamp participated in the Community Clean-Up initiative and commended the Library's involvement in this event.
L. Cirka and B. Smith are being awarded certificates of recognition as Asset Builders for children and youth in Leeds & Grenville. The presentation is April 30, 2017 at noon at the YMCA Healthy Kids Day. N. Bowman and L. Wales will attend on behalf of the Library Board.
J. Cullen will be attending the Ottawa area Trustee Council meeting on April 29, 2017 in Winchester ON.

9. ITEMS FOR NEXT AGENDA

- a. CEO performance appraisal process.
- b. Annual Report – draft.
- c. Facility Policy – 12 – review and second draft.
- d. SOLS Trustee Council report.
- e. Doors Open.

10. PRIVATE SESSION

Moved to private session by J. Cullen at 6:39 p.m. to discuss personal matters. Moved out of private session at 7:20 p.m. by C. Quick.

11. MEETING EVALUATION: Deferred.

12. ADJOURNMENT: Moved by J. Cullen at 7:25 p.m.

NEXT MEETING: Monday, May 29, 2017 at 5:00 p.m. at the Library.