

Monday, May 29, 2017  
Buell St. Room, Brockville Public Library

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**1. CALL TO ORDER:** 5:04 p.m.

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

**2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):**

N. Bowman highlighted the Ontario Volunteer Awards event on April 28, 2017. Both N. Bowman and L. Wales received recognition for five years of Library Board volunteer service. N. Bowman attended an event at the Y on April 30, 2017 where L. Cirka and B. Smith were recognized as community asset builders. The annual staff appreciation event was held on Friday, May 12, 2017. N. Bowman presented years of service gifts to five Library employees.

**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. CONSENT AGENDA:**

- a. April Board minutes.
- b. April financial report and statistics.
- c. April/May CEO report.
- d. Strategic Plan update.
- e. FOBPL minutes.

Following discussion, L. Chadwick will speak with E. Moore about the removal of the Library's wooden sign on Buell Street. A new sign will be planned for a different location and/or orientation on the property.

Moved by R. Sands and seconded by L. Wales..." That the Brockville Public Library Board accepts the consent agenda which includes the April Board minutes, April statistics, April financial report, April/May CEO report, FOBPL minutes and the strategic plan update." Carried.

**6. FOR DISCUSSION/DECISION**

- a. Presentation to the Economic Development & Planning (EDP) Committee:  
The first presentation will be on Tuesday, June 6, 2017 at 4:15 p.m. Content of the presentation was discussed. The final 2016 Annual Report will be submitted to the City.
- b. CEO updated performance appraisal:  
This item will return to future agendas for further input and finalization.
- c. Payable to the City:  
Moved by R. Sands and seconded by C. Quick "That the Brockville Public Library

approves the transfer of \$172,231, representing the audited 2016 year-end payable to the City, from the Library's BMO account 1000-812 to the City's BMO account 0000-044." Carried.

d. 2016 Annual Report – draft:

Moved by J. Cullen and seconded by C. TeKamp "That the Brockville Public Library Board approves the 2016 Annual report as presented."

e. Facility Policy – second draft:

Following discussion – Moved by C. TeKamp and seconded by J. Cullen "That the Brockville Public Library Board accepts the Facility Policy – 12 as presented including the identified revisions." Carried.

f. Library logo – review:

The font of the Library logo is being reviewed for accessibility as the current font does not meet recommended accessibility standards. Accessible font options were presented and preferences were identified. Further discussion will take place at the Library staff meeting on June 19, 2017.

g. Facility capital budget 2018:

L. Chadwick reviewed the projects that were submitted for 2017 and those that were approved for 2017. The 2017 projects that were deferred will be resubmitted for the 2018 facility capital budget.

h. CEO Search:

The Board anticipates a final decision within the next few weeks.

**7. FOR EXPLORATON**

a. Advocacy: sharing|promoting|celebrating BPL:

Upcoming presentation to the City's EDP Committee and the Friends of BPL local author Bookmarks and Doors Open initiatives. Some Board members are planning to attend Island Breakfast in June. Board members contemplated 'how can the Library help' given the closure of P&G. Suggestions included relocation and entrepreneur support.

b. Trustee Council Report: J. Cullen highlighted news from the area public library boards following the Trustee Council meeting held in Winchester ON

c. Doors Open recap:

The Friends of the BPL reported a weekend revenue amount of \$800.

d. Membership drive:

L. Chadwick outlined a staff suggestion to have a 'Join the Library' campaign in the fall, possibly launching during Ontario Library Week.

**8. ITEMS FOR NEXT AGENDA**

a. CEO performance appraisal process.

b. Budget 2018

c. City mobile phone plan

**9. PRIVATE SESSION**

Moved to private session by J. Cullen at 6:16 p.m. to discuss personal matters. Moved out of private session at 7:18 p.m. by C. Quick.

**10. MEETING EVALUATION:** Deferred.

**11. ADJOURNMENT:** Moved by R. Sands at 7:20 p.m.

**NEXT MEETING:** Monday, June 26, 2017 at 5:00 p.m. at the Library.