

**Monday, January 25, 2016
Buell St. Room, Brockville Public Library**

1. CALL TO ORDER: 5:04pm

PRESENT: Board Members: N. Bowman, J. Cullen, P. Deery, C. Quick, C. TeKamp, L. Wales, M. Wicklum. Staff: L. Chadwick.

REGRETS: C. Hannah, R. Sands.

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

N. Bowman welcomed Councillor Philip Deery to the Library Board. Roundtable introductions were made to the current Library Board members. The CEO's performance review will be tabled at the February Board meeting.

3. APPROVAL OF THE AGENDA

Moved by J. Cullen and seconded by M. Wicklum. Carried.

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

5. CONSENT AGENDA:

- a. November Board minutes.
- b. December Statistics and Financial Statement.
- c. December/January CEO report.
- d. Friends of the Brockville Public Library minutes.

Moved by L. Wales and seconded by C. TeKamp ..."That the Brockville Public Library Board accepts the consent agenda which includes the November Board minutes, December statistics and financial report, December/January CEO report, and the Friends of the Brockville Public Library minutes." Carried.

6. FOR DISCUSSION/DECISION

- a. Management Letter of Legislative Compliance:
Moved by C. Quick and seconded by P. Deery "That the Brockville Public Library Board accepts the Letter of Compliance as distributed." Carried.
- b. Children's Room Makeover – update:
N. Bowman and P. Deery talked about the status of the funding offered by the Rotary Club for this project and the matching funding required from the City of Brockville. N. Bowman and representatives from the Rotary Club are presenting at Council on Tuesday, January 25, 2016 at 7pm. Board members suggested highlights for this presentation.
- c. Marketing/ Fund Development Committee:
N. Bowman updated the Board members about the draft marketing plan and the meetings of the committee. A 'key messages' document was circulated. Discussion to continue at the next Board morning.

- d. Earning Capacity Project:
L. Chadwick explained the Library's wish to participate in this project available to non-profit organizations so they may develop the capacity for generating earned revenue. The Board agreed to sign a letter in support of the Library's application. Moved by M. Wicklum and seconded by J. Cullen "That the Brockville Public Library Board approves the participation of N. Bowman, L. Chadwick and A. Robinson in the Earning Capacity Project. The Board will submit a letter of support to be included with the application and the fee payment of \$300.00 if the application is accepted."
Carried.

7. FOR EXPLORATON

- a. Advocacy: sharing|promoting|celebrating BPL:
M. Wicklum, N. Bowman and L. Chadwick will be attending Steve Clark's networking breakfast on February 11, 2016. C. TeKamp is working with the new Youth Arts Group.
- b. Board & Staff Strategic Plan Review Notes:
L. Chadwick prepared and submitted a summary of the key points from the strategic plan meeting that was held with Board and staff on December 7, 2015. Further discussion will take place at the February Board meeting.
- c. Culture Talks – next steps:
N. Bowman will send the Board members a web link to the initial results of the recent provincial town halls and on-line responses across Ontario.
- d. Ontario Budget Consultation:
Similar to the Culture Talks, the province is encouraging input around the provincial budget. N. Bowman will also share the web link to this initiative.
- e. N. Bowman presented the 2016 draft Board work plan. Highlights include updating the CEO performance appraisal process to include competencies and launching an annual giving campaign during Ontario Library Week 2016.

8. ITEMS FOR NEXT AGENDA

- a. Marketing Plan – first draft
- b. Programming Policy – first draft
- c. CEO performance review
- d. Strategic Plan notes – further discussion
- e. Key messages document – further discussion

9. PRIVATE SESSION: None

10. MEETING EVALUATION: attached

11. ADJOURNMENT: Moved by L. Wales at 6:35pm.

NEXT MEETING: Monday, February 22, 2016 at 5:00pm at the Library.