

**Monday, February 22, 2016
Buell St. Room, Brockville Public Library**

1. CALL TO ORDER: 5:00pm

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

REGRETS: R. Sands.

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

N. Bowman discussed the attendance of herself and C. TeKamp at the Ontario Library Board Association's Boot Camp at the Ontario Library Association Conference in Toronto on January 30, 2016. N. Bowman suggested that the Board again consider sending two trustees to the Boot Camp Day in 2017.

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

The January financial statement and Friends of the Brockville Public Library minutes are not included in the consent agenda. Moved by C. Quick and seconded by M. Wicklum ... "That the Brockville Public Library Board accepts the consent agenda which includes the January Board minutes, January statistics and January/February CEO report." Carried.

6. FOR DISCUSSION/DECISION

a. Budget Update:

N. Bowman and P. Deery highlighted the approved Library budget for 2016.

P. Deery noted that, moving forward, any organizations requesting a matching project funding proposal from the City must submit the request to Council before October of the preceding budget year under consideration.

Moved by M. Wicklum and seconded by C. TeKamp "That the Brockville Public Library approves the 1.3% wage increase for all Library employees as set by the City of Brockville for 2016." Carried.

b. Children's Room Makeover – update:

The Space Committee will reconvene on March 3, 2016 to discuss the Children's Room Project and other space topics required for re-accreditation.

- c. Marketing/ Fund Development Committee:
The next meeting of this committee is Friday, March 4, 2016 at 9am. Plans for an annual giving campaign to be launched in October 2016 will be presented at the March Board meeting. L. Wales highlighted that incorporating targeted fund development into our annual budget is a new strategy for the Board.
- d. Strategic Plan – confirm priorities:
N. Bowman reviewed the Board and staff feedback from the December 2015 strategic plan update meeting. Items that remain a priority or have a refocused priority for 2017 and 2018 include (but are not limited to): outdoor spaces, a cooperative community maker-space, enhanced business hours, north-end kiosk, fees review study, accessible parking, seamless service at the customer service desks, marketing and branding, a Library Boutique, involvement in other City community hubs, staff wage review and pay equity.

7. FOR EXPLORATON

- a. Advocacy: sharing|promoting|celebrating BPL:
M. Wicklum and N. Bowman attended Steve Clark’s networking breakfast on February 11, 2016. N. Bowman will follow-up on the cultural strategy session held in Westport that was referred to in the presentation.
- b. Marketing Plan – first draft:
The second and final draft of the Marketing Plan will be presented in March.
- c. Collection Policy – first draft:
L. Chadwick answered questions around topics in the policy. Revisions, deletions and additions will be applied and the policy will return for final approval in March.

8. ITEMS FOR NEXT AGENDA

- a. Marketing Plan – final draft
- b. Collection Policy – final draft
- c. Annual Giving Plan
- d. Human Resources Policy – first draft

- 9. PRIVATE SESSION:** Moved to private session by C. Hannah at 6:10pm to discuss a personal matter. Moved out of private session by M. Wicklum at 6:26pm.

- 10. MEETING EVALUATION:** Waived.

- 11. ADJOURNMENT:** Moved by M. Wicklum at 6:30pm.

NEXT MEETING: Monday, March 21, 2016 at 5:00pm at the Library.