

**Monday, April 25, 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 attended a Friends of the Brockville Public Library meeting to discuss the strategic annual giving priorities of the Board. The Friends are accepting donations of white elephant items and baked goods for the Doors Open weekend in May.

3. APPROVAL OF THE AGENDA

Removal of item 7(a).

Moved by C. TeKamp and seconded by M. Wicklum. Carried.

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

5. CONSENT AGENDA:

- a. March Board minutes.
- b. March statistics and financial statement.
- c. March/April CEO report.
- d. Friends of the Brockville Public Library minutes.

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

6. FOR DISCUSSION/DECISION

- a. Inclement Weather Policy – final draft:

Moved by P. Deery and seconded by C. Quick ... "That the Brockville Public Library Board accepts the Inclement Weather Policy 12 – 10 as presented." Carried.

- b. Volunteer Policy 14 – final draft:

Moved by P. Deery and seconded by M. Wicklum ... "That the Brockville Public Library Board accepts the Volunteer Policy 14 as presented." Carried.

- c. Human Resources Policy – second draft:

Further revisions will be applied following Board discussion. The final draft will be tabled at the May 2016 Board meeting.

- d. Southern Ontario Library Trustee Council:

J. Cullen attended this meeting and reported on highlights from the other participating library boards.

7. FOR EXPLORATON

- a. Human Resources Policy – second draft: removed as per the agenda amendment above.
- b. Earning Capacity for Non-Profits Project – N. Bowman:
N. Bowman shared the outcomes of the training sessions held on April 7th and 8th, 2016 in Kingston, ON. L. Chadwick and A. Robinson also attended. The project consultants are available as a continued resource for us until early September 2016. More details to follow as the project feasibility studies are completed.
- c. Children’s Room Makeover: - update:
One vendor came for a site visit and will be submitting a quote for shelving and furnishings. A second vendor is due for a site visit on May 17, 2016. A reminder that the official presentation of the Rotary Club and City of Brockville funding will be held on Friday, June 3, 2016 at 1pm in the Children’s Room at the Library.
- d. Fund Development – update:
N. Bowman discussed the progress of the annual giving program. The committee is planning for a September launch date.
- e. Advocacy: sharing|promoting|celebrating BPL:
As the only public library participating in the non-profit earning capacity project, it has been an excellent opportunity to ‘spread the word’ about the evolution of public libraries. The shared Heritage Pathfinder initiative between Heritage Brockville, the Brockville Museum, the Brockville Library, the OGS, and the City Clerk’s office has been a rewarding collaborative exchange of information and expertise.

8. ITEMS FOR NEXT AGENDA

- a. Human Resources Policy - final draft.
- b. Records Management Policy - first draft.
- c. 2015 audit presentation.

9. PRIVATE SESSION: None.

10. MEETING EVALUATION: Attached.

11. ADJOURNMENT: Moved by P. Deery at 6:30pm.

NEXT MEETING: Monday, May 30, 2016 at 5:00pm at the Library.