

**Monday, November 28, 2016  
Buell St. Room, Brockville Public Library**

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**1. CALL TO ORDER:** 5:21 p.m.

**PRESENT:** Board Members: N. Bowman, J. Cullen, C. Quick, L. Wales, M. Wicklum.

Staff: L. Chadwick.

Regrets: P. Deery, C. Hannah, R. Sands, C. TeKamp.

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

None.

**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. October Board minutes.
- b. October financial report and statistics.
- c. October/November CEO report.
- d. Strategic Plans – update.
- e. 2017 Annual schedule of meetings.

Moved by L. Wales and seconded by M. Wicklum ...” That the Brockville Public Library Board accepts the consent agenda which includes the October Board minutes, October financial report and statistics, the October/November CEO report, the 2017 Board meeting calendar and the strategic actions updates.” Carried.

**6. FOR DISCUSSION/DECISION**

- a. Health & Safety Policy – annual review:  
Section 7-2 requires further revisions. The policy will return at the January 2017 Board meeting.
- b. My Giving Library - update:  
N. Bowman provided an update that \$8,500 had been raised to-date.
- c. SOLS Trustee Report – J. Cullen:  
J. Cullen summarized the content of the library trustees’ meeting she attended at the Perth and District Union Library on November 12, 2016.
- d. OLA Conference – attendees:  
The annual library conference is being held February 1 – 4, 2017 at the Convention Centre in Toronto. Attendees will be L. Chadwick, L. Cirka and N. Bowman.
- e. Board 2016 work plan – review:  
N. Bowman went over the Board’s 2016 work plan and will create a 2017 draft plan to be shared at the January Board meeting.

**7. FOR EXPLORATON**

a. Fees Review Study – recommendations:

L. Chadwick presented supportive statistics and staff feedback around the Library's current non-resident and meeting room fees in light of the fees review results. Following discussion, final recommendations will be brought to the January Board meeting for decision and approval.

b. CEO Performance Review:

Moved to private session.

c. Advocacy: sharing|promoting|celebrating BPL:

N. Bowman attended a workshop on accreditation for non-profit organizations. She will continue as a member of a work group. L. Chadwick and B. Smith participated on the L&G Immigration Services and City of Brockville Diversity Panel on October 26, 2016. The Home Learners group are entering a float in the Santa Claus parade and will highlight their partnership with the Library.

**8. ITEMS FOR NEXT AGENDA**

a. Health & Safety Policy, 7-2.

b. 2017 Board annual work plan.

c. Board officer positions, 2-year review.

d. Management letter of compliance.

**9. PRIVATE SESSION**

Moved to private session by L. Wales at 6:15 p.m. to discuss personal matters. Moved out of private session at 6:58 p.m. by M. Wicklum.

**10. MEETING EVALUATION:** Deferred.

**11. ADJOURNMENT:** Moved by C. Quick at 7:00 p.m.

**NEXT MEETING:** Monday, January 23, 2017 at 5:00 p.m. at the Library.