

Monday, January 23, 2017
Buell St. Room, Brockville Public Library

1. CALL TO ORDER: 5:18 p.m.

PRESENT: Board Members: N. Bowman, C. Hannah, C. Quick, R. Sands, L. Wales, M. Wicklum.

Staff: L. Chadwick.

Regrets: J. Cullen, C. TeKamp.

2. INTRODUCTORY REMARKS (INFORMATION / ANNOUNCEMENTS):

None.

3. APPROVAL OF THE AGENDA

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

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

5. CONSENT AGENDA:

- a. November Board minutes.
- b. December financial report and statistics.
- c. December/January CEO report.
- d. Friends of BPL minutes.

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

6. FOR DISCUSSION/DECISION

a. Board Officer positions – review:

N. Bowman and R. Sands are willing to remain in their officer positions for the next two (2) years. C. Hannah and C. TeKamp are considering the Vice Chair position. Decisions deferred to the February Board meeting.

b. Board Recruitment:

There is a vacant Board position given that there will no longer be a City Council representative appointed to the Library Board. At the February Board meeting the Board members will determine, through recruitment, if anyone has applied for a trustee position or if the vacancy needs to be advertised through the City Clerk's office.

c. Health & Safety Policy – review:

Moved by L. Wales and seconded by C. Quick..." That the Brockville Public Library Board accepts the annual review of the Health & Safety Policy – 7: 1 - 9 as presented." Carried.

- d. Fees Review – final recommendations:
Moved by R. Sands and seconded by C. Hannah...” That the Brockville Public Library Board accepts the fees review recommendations as presented for room rental, non-resident memberships (Option 1) and scanning.” Carried.
- e. Risk Assessment Survey – report:
The Board received and accepted the report.
- f. Management letter of legislative compliance:
The Board received and accepted the management letter and supporting documentation.
- g. Board 2017 work plan:
N. Bowman presented a draft of the Board’s 2017 planning document.
- h. My Giving Library - update:
N. Bowman provided an update that \$10,000 had been raised during the 2016 campaign. A 2016 follow-up meeting will be scheduled. The agenda will include planning for 2017 fundraising.
- i. Children’s Room Celebration:
L. Chadwick summarized the plans for the event on Monday, February 20, 2017 at 10 a.m.

7. FOR EXPLORATON

- a. Succession Planning – N. Bowman, C. Quick, L. Chadwick:
This sub-committee will meet on Monday, January 30, 2017 at 1 p.m.
- b. Advocacy: sharing|promoting|celebrating BPL:
The Board will take advantage of scheduled presentations to the City Council’s Economic Development and Planning Committee.

8. ITEMS FOR NEXT AGENDA

- a. Board officer positions, 2-year review.
- b. Board recruitment.
- c. Internet Policy – review

9. PRIVATE SESSION

Moved to private session by L. Wales at 6:06 p.m. to discuss personal matters. Moved out of private session at 7:05 p.m. by M. Wicklum.

10. MEETING EVALUATION: Deferred.

11. ADJOURNMENT: Moved by C. Quick at 7:07 p.m.

NEXT MEETING: Monday, February 27, 2017 at 5:00 p.m. at the Library.