



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 21 July 2009 at 6:30PM in the Betty Colden Room of the Belleville Public Library

Present: B. Brown T. Christopher, Councillor M. Gagnon, CEO
J. Jenkins E. Jourard M. Roberts
R. Rooke G. Thompson, Councillor & Chair

Regrets: N. Ellis, Mayor B. Phieffer

1. **Call to Order:** The Meeting Was Called To Order By The Chair, G. Thompson At 6:30PM.
2. **Auditor's Report presented by Douglas Churcher, Welch & Co.:** Douglas Churcher presented the Auditor's Report for 2008.

R21-07-2009-001 MOVED by R. Rooke, **SECONDED** by B. Brown, that a Reserve of \$15,000.00 be created for the Sick Leave/Retirement Fund.

CARRIED.

R21-07-2009-002 MOVED by R. Rooke, **SECONDED** by B. Brown, that a Reserve of \$14,000.00 be created for Library Materials.

CARRIED.

R21-07-2009-001 MOVED by E. Jourard, **SECONDED** by B. Brown, that the Muriel Gibson Donation be used to fund the redevelopment of the Library's webpage and website, and for the Library Strategic Plan and Long Range Planning exercise.

CARRIED.

R21-07-2009-004 MOVED by M. Roberts, **SECONDED** by J. Jenkins, that the Auditor's Report be received and approved as presented.

CARRIED.

3. **Declarations of Interest by Board Members:** There were no Declarations of Interest.

4. **Motion to Approve the Agenda for the Regular Meeting of 21 July 2009:**

R21-07-2009-005 MOVED by R. Rooke, **SECONDED** by R. Jourard, that the Agenda for the Regular Meeting of 21 July 2009 be approved as amended.

CARRIED.



5. Motion to Approve the Minutes of the Regular Meeting of 16 June 2009

R21-07-2009-006 **MOVED** by E. Jourard, **SECONDED** by M. Roberts, that the Minutes of the Regular Meeting of 16 June 2009 be approved as corrected.

CARRIED.

6. Business Arising from the Minutes of the Previous Meeting: There was some discussion about the following items:

- a) **Report on Lighting in Library Building:** The CEO reported that this report still has not been received.
- b) **Drop Box Carts:** The CEO reported that Ven-Rez has been unable to send a technician to complete the installation of the Drop Box Carts so far to date. A technician is expected to make contact with the Library some time soon.

7. Accounts & Expenses for the Month of June 2009:

R21-07-2009-007 **MOVED** by M. Roberts, **SECONDED** by R. Rooke, that the Accounts & Expenses for June 2009 be approved as presented.

CARRIED.

8. Interim Financial Statement to 30 June 2009:

R21-07-2009-008 **MOVED** by M. Roberts, **SECONDED** by B. Brown, that the Interim Financial Statement to 30 June 2009 be approved as presented.

CARRIED.

9. Confirmed Events held at the Belleville Public Library in July & August 2009:

R21-07-2009-009 **MOVED** by M. Roberts, **SECONDED** by R. Rooke, that the Confirmed Events held at the Belleville Public Library in July & August 2009 be approved as presented.

CARRIED.

10. Statistics for June 2009:

R21-07-2009-010 **MOVED** by R. Rooke, **SECONDED** by E. Jourard, that the Statistics for June 2009 be approved as presented.

CARRIED.



11. Staff Reports

a) CEO's Report

- i. **Update RE: Installation of Bulletin Boards:** B. Noel contacted A&E Ceramics as directed and learned that A&E Ceramics does not do installation of anything other than ceramic tile. A&E Ceramic did recommend that the installation of the bulletin boards be done using a concrete drill bit; B. Noel has experience working with ceramics and glass and has indicated that he does not foresee any problem with the installation. B. Brown of Bel-CON made the same remarks in his note to me last month when I asked him about possible problems with an installation of bulletin boards on the tile wall in the Foyer.
- ii. **Lighting Report Update:** B. Noel reported that Bruce Burnette had contacted him and that he was working on a final version of the lighting evaluation for his report.
- iii. **Plaque Design:** Please see the attached DRAFT "Plaque Design" document. After some discussion this item will be referred to Councillor T. Christopher. Further discussion about the plaque will take place at the Property Committee.
- iv. **Tender for Signage:** Please see the DRAFT "Tender for Signage" document. After some discussion this item was referred to the Property Committee for further action.
- v. **Update on AODA Training for Library Staff:** SOLS has agreed to conduct an "Accessibility for Ontarian with Disabilities Act (AODA) training session for the Library on Friday 13 November 2009. The CEO recommends that the Library be closed for the day in order for SOLS to conduct the training for the entire complement of Library Staff. This training session will satisfy our compliancy requirements under the new AODA legislation.

R21-07-2009-011 **MOVED** by M. Roberts, **SECONDED** by E. Jourard, that the Library be closed on Friday 13 November 2009 for the purposes of conducting an "Accessibility for Ontarian with Disabilities Act (AODA)" training session.

CARRIED.

- vi. **Report on Free Resume Service:** Please see the attached "Report on Community Support Free Resume Service 8 July 2009."
- vii. **Schedule of Meetings from July 2009 to June 2010:** As requested I have produced a schedule of the regular Library Board meetings and Subcommittee meetings from July 2009 to June 2010.

R21-07-2009-012 **MOVED** by R. Rooke, **SECONDED** by M. Roberts, that the Staff Reports be received.

CARRIED.



12. Other Business:

- a) **Articles in the Belleville Intelligencer:** Councillor T. Christopher commended the Library Staff writing the newspaper articles for the Belleville Intelligencer.
 - b) **Sports Museum Display:** Councillor T. Christopher reported that he had received an inquiry as to whether space was available in the Library Building to house a Sports Museum Display. This item was referred to the Property Committee for further investigation.
- 13. Adjournment: MOVED** by M. Roberts, **SECONDED** by B. Brown that the Meeting be adjourned. The Regular Meeting of the Belleville Public Library Board was adjourned at 8:00PM. The next Regular Meeting of the Library Board will be held on **Tuesday 15 September 2009 at 6:30PM** in the Betty Colden Room of the Belleville Public Library and John M. Parrott Art Gallery.