



## The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 17 February 2009 at 6:30PM in the Betty Colden Room of the Belleville Public Library

<b>Present:</b>	B. Brown M. Gagnon, CEO E. Jourard G. Thompson, Councillor & Chair	T. Christopher, Councillor J. Jenkins R. Rooke
<b>Regrets:</b>	N. Ellis, Mayor M. Roberts	B. Phieffer

- 1. Call to Order:** The Meeting Was Called To Order By The Chair, G. Thompson At 6:30PM.
- 2. Declarations of Interest by Board Members:** There were no Declarations of Interest.
- 3. Motion to Approve the Agenda for the Regular Meeting of 17 February 2009**

**R17-02-2009-001** **MOVED** by E. Jourard, **SECONDED** by B. Brown, that the Agenda for the Regular Meeting of 17 February 2009 be approved as amended.

**CARRIED.**

- 4. Motion to Approve the Minutes of the Regular Meeting of 20 January 2008**

**R17-02-2009-002** **MOVED** by J. Jenkins, **SECONDED** by R. Rooke, that the Minutes of the Regular Meeting of 20 January 2009 be approved as presented.

**CARRIED.**

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

- a) Alliance Security – Security Camera System Quote:** M. Coyle, Manager of Information Services, City of Belleville was contacted regarding the recent installation of a security camera system in City Hall. As described in a conversation this system is a “live” system and features a DVR (Digital Video Recorder) and eight cameras. The cost of the system and installation is approximately \$8,000.00. More detailed information is forthcoming and will be circulated when obtained.



- b) **Request for Deputation to Transport Committee RE: Bus Wrap:** At the last Library Board Meeting T. Christopher made the following motion: **R20-01-2009-015 MOVED** by T. Christopher, **SECONDED** by M. Roberts, that Chair of the Library Board and the Chair of the Marketing Committee go as a deputation to the Transport Committee to learn about the Bus Wrap program currently being used by City of Belleville buses. G. Thompson reported that he and J. Jenkins were to make that deputation to the Transit Committee this evening at 7:30PM.

#### 6. Accounts & Expenses for the 31 December 2008:

**R20-01-2009-003 MOVED** by B. Brown, **SECONDED** by T. Christopher, that the Accounts & Expenses for the 31 December 2008 be approved as presented.

**CARRIED.**

The following motions were made:

**R20-01-2009-004 MOVED** by B. Brown, **SECONDED** by R. Rooke, that the amount of \$15,000.00 from the 2008 Budget be placed in a reserve for the purpose of maintaining a Deferred Retirement Payout for one of the employees in the eventuality of retirement.

**CARRIED.**

**R20-01-2009-005 MOVED** by B. Brown, **SECONDED** by E. Jourard, that the amount of \$14,000.00 from the 2008 Budget be placed in a Materials Reserve for the purpose of paying invoices for Materials et. al. ordered in 2008 but delivered in 2009.

**CARRIED.**

**R20-01-2009-006 MOVED** by B. Brown, **SECONDED** by R. Rooke, that the remainder of the \$25,000.00 donation made to the Belleville Public Library and John M. Parrott Art Gallery by the Parrott Foundation for the purpose of refurbishing and cleaning the Manley Macdonald Collection be place in a reserve for the purpose of continuing that work as stipulated by the Parrott Foundation.

**CARRIED.**



**7. Interim Financial Statement to 31 December 2008 – Revenues and Expenditures:**

**R20-01-2009-007** **MOVED** by B. Brown, **SECONDED** by E. Jourard, that the Interim Financial Statement to 31 December 2008 – Revenues and Expenditures: be approved as presented.

**CARRIED.**

**8. Confirmed Events held at the Belleville Public Library in February and March 2009:**

It was noted that the week of February 22-28, 2009 is **FREEDOM TO READ WEEK**. This event will be marked in the Belleville Public Library by displays of books and the Friends of the Library will have a greeter stationed inside the Library by the first pillar at the information board.

**R20-01-2009-008** **MOVED** by T. Christopher, **SECONDED** by J. Jenkins, that the Confirmed Events held at the Belleville Public Library in February and March 2009 be approved as presented.

**CARRIED.**

**9. Statistics for January 2009:** It was noted that the Door Count Statistics should be added to the Statistics Sheet.

**R20-01-2009-009** **MOVED** by E. Jourard, **SECONDED** by R. Rooke, that the Statistics for January 2009 be approved as presented.

**CARRIED.**

**10. Staff Reports:**

**a) CEO's Report**

- i. Fire Alarm on Friday 6 February 2009:** On Friday morning the Library experienced two false alarms caused by a fault in the fire detection system in the Heating and Cooling controls. Johnson Controls will be in the building to modify the control system in an attempt to remedy these control issues.
- ii. Electronic Displays in the Library Building:** The CEO met with Stuart Smith of Future Signs Ltd for an hour on Friday 23 January 2009 in the Foyer of the Library. A leasing agreement and other information will be presented to the Property Committee as a report.



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- iii. **Christmas and New Years Hours of Operation:** Christmas falls on Friday this year, and Boxing Day will fall on Saturday. In order to better organize the Staff Schedule I would like to recommend the following: Closed – Thursday, December 24 (Eve Day for all staff); Friday, December 25 (Christmas); Saturday, December 26 (Boxing Day); Friday, January 1 (New Year's Day). I would like to confirm closing time on Thursday 31 December 2009 (New Year's Eve). The City of Belleville closed its offices at 12 Noon and the Library closed at 4PM. Should we adopt City of Belleville Hours of Operation with regard to that holiday?

**R20-01-2009-009 MOVED** by B. Brown, **SECONDED** by E. Jourard, that the Library close at 2PM on Thursday 24 December 2009 and at 2PM on New Year's Eve Day Thursday 31 December 2009.

**CARRIED.**

- b) **Reports from the Ontario Library Association Super Conference:** B. Brown expressed his pleasure upon receiving the reports from the delegates to the OLA Super Conference and stressed the need for the Library Board to continue to encourage the Staff Members who made suggestions for various programmes and events; he also suggested that the proposals by Staff in the reports be phased in the Strategic Planning Exercise and that copies be sent to E. Maclean.

#### 11. Other Business:

- a) **Meeting with M. Coyle, Manager of Information Services, City of Belleville:** G. Thompson and M. Gagnon met Friday 13 February 2009 at 10:00 AM with M. Coyle to discuss a possible cost-savings strategy and an improvement of service for the Library. M. Coyle was given a tour of the facility. M. Gagnon will provide information as to current contracts and costs to M. Coyle.

12. **Adjournment: MOVED** by T. Christopher, **SECONDED** by J. Jenkins that the Meeting be adjourned. The Regular Meeting of the Belleville Public Library Board was adjourned at 7:25PM. The next Regular Meeting of the Library Board will be held on Tuesday 17 March 2009 at 6:30PM in the Betty Colden Room of the Belleville Public Library and John M. Parrott Art Gallery.