



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 21st June 2011 at 6:00 PM in the Betty Colden Room of the Belleville Public Library

Present: B. Phieffer, Chair J. Jenkins, Councillor E. Lindenberg
L. Pohjola R. Rooke M. Roberts
K. Tuck L. Bell, CEO J. Alyea, Secretary

Regrets: T. Christopher, Councillor G. Thompson, Councillor

1. **Call to Order:** The meeting was called to order by Beth Phieffer, Chair at 6:03 p.m.
2. **Declarations of pecuniary interest by Board Members:** There were no declarations of pecuniary interest.
3. **Motion to approve the agenda for the Regular Meeting of 21st June 2011:**

MOVED by Mike Roberts, **SECONDED** by Rosemary Rooke, that the agenda for the Regular Meeting of 21st June 2011 be approved. **CARRIED**
4. **Motion to approve the minutes of the Regular Meeting of 17th May 2011:**

MOVED by Rosemary Rooke, **SECONDED** by Larry Pohjola, that the minutes of the Regular Meeting of 17th May 2011 be approved. **CARRIED**
5. **Business arising from the minutes of the previous meeting:**
 1. **Sony e-readers:** A Sony e-reader display has been set up on the second floor for the public to experiment with. The display is to be moved to the first floor to make it more visible to patrons. Two additional e-readers are being purchased for lending to patrons.

Jodie Jenkins joined the meeting at 6:07 p.m.
 2. **Inter City Courier:** An update was given on the accident involving the Inter City Courier vehicle. The accident occurred while delivering materials from the Quinte West Library to the Belleville Library in May. Quinte West holds the contract with the courier company. They have contacted Inter City's insurance company and are awaiting a progress report.



6. Confirmed Events held at the Belleville Public Library in May – June 2011.

7. Statistics for April 2011:

The circulation of VHS format video cassettes has steadily declined over the past year. The VHS video collection has been radically reduced to provide additional shelf space, making it possible to remove higher shelving. Some popular titles will be kept. Discards are recycled to the Friends Book Store. Items not used by the Book Store are passed on to the Gleaners Food Bank and the Alzheimer Society.

8. CEO's Report:

After careful review, the Belleville Public Library has decided it will not be continuing its AskOn service.

MOVED by Mike Roberts, **SECONDED** by Larry Pohjola, that Items 6-8 be received for information.
CARRIED

9. Financial Statement May 2011:

MOVED by Mike Roberts, **SECONDED** by Jodie Jenkins, that the Financial Statement to 31 May 2011 be approved. **CARRIED**

10. Report of the Finance Committee:

Mike Roberts reported on the Finance Committee meeting held on June 9th:

- The budget to date was reviewed. No adjustments are required at this time.
- The café's lease agreement expires on July 30, 2011. The agreement is between the City of Belleville and Y'Wanna Hav' a Café. The City is working on the new agreement. The Finance Committee propose a motion be made to send their recommendations to the City for consideration.

MOVED by Mike Roberts, **SECONDED** by Larry Pohjola, that the Finance Committee of the Belleville Public Library recommend the new lease agreement between The City of Belleville and Y'Wanna Hav a Café contain an escalator clause to include a 5% rent increase over 5 years.

CARRIED

- The committee, at the request of the Library Board, reviewed the possibility of Sunday openings. Their recommendation is that the issue be considered again in the 2012 budget. Board member Eric Lindenberg would like the board to consider Sunday openings beginning in the fall of 2011. The Finance Committee will review again, including the cost involved and possible Union issues. A report will be given at the September Board meeting.

Eric Lindenberg left the meeting at 7:00 p.m.

- The City has solar panels available that were purchased for the new sports complex and not used. The committee recommends the Library investigate whether they could be used by the Library and the cost involved.
- The 2010 audit is to be scheduled for June. The list of items needed for the auditor is being reviewed.



- The Library has been awarded three Grants for 2011:
 1. \$12,287.00 from the Ministry of Tourism and Culture for the digitization of local history projects. The cheque was received last week. The CEO is awaiting a reply from the office of Leona Dombrowsky to arrange a media release.
 2. \$1,380.00 from Canada Council under the Literary Readings & Author Residences Program.
 3. A grant from Young Canada Works to hire a student as a Summer Research Assistant.

MOVED by Mike Roberts, **SECONDED** by Rosemary Rooke, to accept the report of the Finance Committee. **CARRIED**

11. Report of the Policy and Bylaws Committee:

Rosemary Rooke and Larry Pohjola reported on the Policy and Bylaws Committee meeting held on June 20th: A copy of the committee's proposed Library Board Governance Policy Manual was distributed for review, including cover page, table of contents and policy form showing setup and definitions. The committee is suggesting a general approach – starting with a Governance Policy, then moving toward more detailed policies, and working on bylaws last.

MOVED by Mike Roberts, **SECONDED** by Kyle Tuck, that the proposed Library Board Governance Policy Manual be submitted to the Board for acceptance of both content and form. **CARRIED**

12. Staff Recognition:

The current policy recognizes staff for service after 5 years (silver pin) and 10 years (gold pin). There is no formal recognition for staff after 10 years. The City of Bellevalle recognizes staff at 10, 20 and 35 years of service and at retirement. The CEO is recommending that the Library adopt the City's policy for staff recognition and that the Board select suitable mementos to honour staff. Board members are requested to review the policy and forward a report to the Board Chair for finalizing at the September meeting.

13. Ontario Public Library Guidelines for Accreditation:

Guidelines outlining the requirements to become an Accredited Ontario Public Library were included with the agenda. The next step is to look at what the Library has accomplished towards this goal and what still needs to be done. The CEO and Chair will work on this over the summer and report to the Board in September.

14. SOLS Trustee Tips – The Board and the Budget: Monitoring Financial Reports:

The SOLS Trustee Tips – The Board and Budget: Monitoring Financial Reports document was included with the agenda for information.

15. Other Business:

1. The CEO reported on a patron who has been causing ongoing problems for the staff. Direction was given by the Board on how to handle the situation.
2. The CEO gave a report on recent problems with computer equipment.

16. Adjournment: The meeting was adjourned at 7:45 pm on a motion by Larry Pohjola, seconded by Mike Roberts.