



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 16 June 2009 at 5:15PM in the Betty Colden Room of the Belleville Public Library

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

Regrets: T. Christopher, Councillor B. Phieffer

1. **Call to Order:** The Meeting Was Called To Order By The Chair, G. Thompson At 5:10PM.
2. **Declarations of Interest by Board Members:** There were no Declarations of Interest.
3. **Motion to Approve the Agenda for the Regular Meeting of 16 June 2009**

R16-06-2009-001 MOVED by E. Jourard, **SECONDED** by M. Roberts, that the Agenda for the Regular Meeting of 16 June 2009 be approved as amended.

CARRIED.

4. **Motion to Approve the Minutes of the Regular Meeting of 19 May 2009**

R16-06-2009-002 MOVED by B. Brown, **SECONDED** by R. Rooke, that the Minutes of the Regular Meeting of 19 May 2009 be approved as presented.

CARRIED.

5. **Motion to Approve the Minutes of the Finance Committee Meeting of 19 May 2009**

R16-06-2009-003 MOVED by M. Roberts, **SECONDED** by E. Jourard that the Minutes of the Finance Committee Meeting of 19 May 2009 be approved as presented.

CARRIED.

6. **Motion to Approve the Minutes of the Property Committee Meeting of 27 May 2009**

R16-06-2009-004 MOVED by M. Roberts, **SECONDED** by J. Jenkins, that the Minutes of the Property Committee Meeting of 27 May 2009 be approved as presented.

CARRIED.



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

- a) **Accessibility for Ontarians with Disabilities (AODA) Compliance:** The CEO reported that there will be training sessions starting in September 2009 as reported in the Minutes of the last meeting. The Belleville Public Library will be contacted when SOLS is ready to proceed.
- b) **Report on Lighting in Library Building:** This report has not been received as yet. The CEO will make an inquiry as to when the report might be available.
- c) **Report on Community Support (Free Resumes for Job Hunters):** This report is not yet complete; once finished the CEO will circulate this report by e-mail to all Library Board members.
- d) **Board Members at Opening Events:** B. Brown remarked that there was an Opening Event in the Art Gallery at the beginning of the month of June and there were no Library Board members in attendance.

8. Accounts & Expenses for the Month of May 2009:

R16-06-2009-005 **MOVED** by M. Roberts, **SECONDED** by R. Rooke, that the Accounts & Expenses for May 2009 be approved as presented.

CARRIED.

9. Interim Financial Statement to 31 May 2009:

R16-06-2009-006 **MOVED** by M. Roberts, **SECONDED** by N. Ellis, that the Interim Financial Statement to 31 May 2009 be approved as presented.

CARRIED.

10. Confirmed Events held at the Belleville Public Library in June & July 2009: The CEO was asked to contact the coordinator of the Teen programmes and request a presentation on those activities for the Library Board members at the next meeting.

R16-06-2009-007 **MOVED** by B. Brown, **SECONDED** by E. Jourard, that the Confirmed Events held at the Belleville Public Library in June and July 2009 be approved as presented.

CARRIED.

11. Statistics for May 2009:

R16-06-2009-008 **MOVED** by B. Brown, **SECONDED** by R. Rooke, that the Statistics for May 2009 be approved as presented.

CARRIED.



12. Staff Reports:

a) CEO's Report

- i. **Team Building Workshop with City Senior Staff on Thursday 28 May 2009:** I was invited to participate in a Team Building Workshop sponsored by the Human Resources Department, City of Belleville. It was interesting and useful and touched on a number of the issues faced by staff working in any work environment.
- ii. **Meeting with Ted Maclean on Wednesday 3 June 2009:** Ted Maclean was back for another session with the Department Supervisors. This session dealt with programming and resources.
- iii. **Meeting with John Martin, Director, Human Resources on Friday 5 June 2009:** I met with John Martin to discuss the CUPE Collective Agreement with the Library Workers. John Martin supplied documentation and outlines for planning which will be made available to the Library Board Negotiating Team at its next meeting.
- iv. **New Drop Box Carts:** Ven-Rez delivered the new Drop Box Carts on Tuesday 9 June 2009.
 - b) **Report on Radio Advertising Partnership 23 February 2009:** There was some discussion about this report. The CEO indicated that there is a plan on the part of the CEO's partnership to make application to SOLS for money to support the project. It was stressed by the Chair that items like this should be referred to the appropriate committee for review if there is an issue concerning the expenditure on a "Marketing" item.
 - c) **Foyer Display Policy 28 May 2009:** The CEO presented a draft version of a policy for Publicity and Display in the Foyer.

R16-06-2009-009 **MOVED** by M. Roberts, **SECONDED** by B. Brown, that the Policy and Procedure for Publicity and Display be adopted as presented.

CARRIED.



There was some discussion of the reports as presented. Two Library Board members expressed some concern about Circulation desk Staff not allowing patrons to drop off materials at the Circulation Desk. The CEO will examine the policy as posted and remind Staff that it is the wish of the Library Board to allow patrons to drop off materials at the Circulation desk if they so desire. This led to a discussion about the possibility of having a Drop Box in the Foyer. There was also some discussion about name tags and whether Staff should wear their name tags when working at the Circulation Desk. The CEO will investigate and report on the current practice.

R16-06-2009-010 **MOVED** by E. Jourard, **SECONDED** by M. Roberts, that the Staff Reports be received.

CARRIED.

13. Other Business:

- a) **Quotation for Display Case at Foyer Entrance by Moira Glass:** R. Rooke presented the recommendation from the Property Committee to contract with Moira Glass to have them build and install the Display Case for the Architect's Design Award.

R16-06-2009-011 **MOVED** by R. Rooke, **SECONDED** by M. Roberts, that the recommendation be adopted as presented.

CARRIED.

- b) **Quotation for Bulletin Boards and Display Case by Brodart Ltd.:** R. Rooke as a member of the Property Committee presented the following item for discussion:

Recommendation: The Property Committee would like to recommend to the Library Board the purchase of the Bulletin Boards and Display Case from Brodart Ltd. as per the Quotation received from them; also the Committee would like to recommend that **A&E Ceramics** be contacted with regard to the installation of the above items and a quotation of cost be obtained from them; and that the Friends of the Library be contacted and asked if they would be willing to increase their offer of support to a total of \$6,000.00. Finally, the Committee would recommend that the Quotation for the Display Case for the Design Award be forwarded to the Library Board for approval.

There was an expression of concern about the availability of local suppliers for these items by G. Thompson. The CEO explained that the Library could contract with a carpenter or cabinet maker but the cost would be prohibitive. Brodart Ltd is a Canadian firm and specializes in Library products.

R16-06-2009-012 **MOVED** by M. Roberts, **SECONDED** by R. Rooke, that the recommendation be adopted as presented.

CARRIED.



- c) **Banners for Pinnacle Street:** B. Brown asked if there had been any success obtaining information about Banners. There was some discussion in a previous meeting about contacting the BBIA for information about getting the hardware (clamps, poles, etc...) to enable the Art Gallery to display Banners on Pinnacle Street. The CEO reported that there had been no response from the BBIA to date. It was recommended that the CEO pursue this item and resolve it.
 - d) **Signage for the Library:** There was a question about an upcoming report on Signage in the Library building. The CEO indicated that the report was as yet incomplete since Staff input was considered a vital component to the report. The report will be circulated by e-mail when complete.
- 14. Adjournment: MOVED** by M. Roberts, **SECONDED** by B. Phieffer that the Meeting be adjourned. The Regular Meeting of the Belleville Public Library Board was adjourned at 6:10PM. The next Regular Meeting of the Library Board will be held on **Tuesday 21 July 2009 at 6:30PM** in the Betty Colden Room of the Belleville Public Library and John M. Parrott Art Gallery.