



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday October 16th 2012 at 6:30 PM in the Betty Colden Room of the Belleville Public Library

Present: Councillor G. Thompson, Chair; Councillor T. Christopher; G. Fraiberg; Councillor J. Jenkins; E. Lindenberg, Vice Chair; B. Phieffer; L. Pohjola; M. Roberts; R. Rooke

T. Pross, CEO; Holly Dewar, Manager of Public Services; J. Alyea, Secretary

Media: Megan Mattice, QNet News, Loyalist College

1. **Call to Order:** The meeting was called to order by the Chair at 6:30 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 16 October 2012:**

MOVED by M. Roberts, **SECONDED** by G. Fraiberg, that the agenda for the Regular Meeting of 16 October 2012 be approved, with two additions: 1) New Document OLBA – B. Phieffer; 2) Timothy Appleby author visit October 20 – E. Lindenberg **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 18 September 2012:**

MOVED by G. Fraiberg, **SECONDED** by R. Rooke, that the minutes for the Regular Meeting of 18 September 2012 be approved. **CARRIED**

Business arising from the minutes:

Item 11: A report on Collection Agencies and paying fines online will be presented later in the meeting. The Amnesty Week was not held in October. The CEO proposes a Food for Fines program be held in December to collect donations of food for Gleaner's Food Bank. Additional information will be reported at the November meeting.

Item 15: E. Lindenberg advised the Marketing Committee will report on Advertising in the Library at the November meeting.

5. **Items for Information:**
 - **Statistics for September 2012**
 - **CEO's Report**

MOVED by B. Phieffer, **SECONDED** by M. Roberts, that the September 2012 Statistics and CEO's report be received for information. **CARRIED**



6. Library Use of Collection Agencies:

The CEO presented a report on Library Use of Collection Agencies. The Library used Dixon Collection Agency at one point but there is no current collection program in place. Quinte West has indicated their interest in possibly using a collection agency.

MOVED by Councillor Christopher, **SECONDED** by E. Lindenberg, that the issue of collection agencies be brought forward at the next Hastinet Board meeting for their recommendation on whether or not to proceed with Quinte West Public Library in engaging a collection agency. If recommended, both libraries would send it back to their respective Boards for a final decision. **CARRIED**

7. IT Update:

In October, one older computer server died, putting the domain server out of operation. Staff had no access to files, internet, email or Vadim. City IT technicians Chris Macdonald and Joe Myderwyk worked several days, including weekend and evening hours setting up staff workstations and recovering files. We appreciate their hard work and diligence.

The machine holding our SIP server is also on its last legs. This machine communicates with the Horizon database handling patron authentication functions. It also contains the Deep Freeze Software and Envisionware console, used for reserving and logging on to public computers. With approval from the Hastinet Board, SirsiDynix installed a new SIP server at a cost of \$1100.

Website: Work is being done on revamping the library website to create a more modern and accessible feel. OSM (our web hosting service, a local company) would be required to do some of the changes at a cost of \$2200, payable from operating funds.

Online donations: Forms are available on our current website that can be used for soliciting online donations, using either paypal or CanadaHelps.org. The CEO reported on and is recommending the use of CanadaHelps.org for online donations.

MOVED by Councillor Christopher, **SECONDED** by R. Rooke, to proceed with website updates using 2012 operating funds and to begin using CanadaHelps.org for online payment systems. **CARRIED**

8. Financial Statement to September 30, 2012:

MOVED by M. Roberts, **SECONDED** by B. Phieffer, that the Financial Statement to 30 September 2012 be approved. **CARRIED**

The Finance Committee will meet in November to set the 2013 budget.



9. SirsiDynix Software Support Contract – Multi-year Billing Agreement:

The Hastinet Board met in September 2012 to review renewal of the SirsiDynix software contract. If the contract is renewed for a 5 year term, payable annually, the 2012 annual cost saving is approximately \$2000. Price increases are limited to 4.5% over the 5 year term. The Hastinet Board is recommending renewing the contract for a 5 year term. Quinte West Library Board has approved this.

MOVED by L. Pohjola, **SECONDED** by E. Lindenberg, to renew the SirsiDynix software contract for a 5 year term. **CARRIED**

10. Other Business:

1. **OLBA:** Beth Phieffer distributed a new document for Board Members issued by OLBA titled “Cut to the Chase”, which explains the roles of the board. Mike Roberts will attend the November 10 Trustee Council Meeting at the Wellington Branch. Beth Phieffer will attend the meeting at the Port Hope Branch.

Councillor Christopher left the meeting at 7:30 p.m.

2. Timothy Appleby author visit:

MOVED by E. Lindenberg, **SECONDED** by G. Fraiberg, to contact author Timothy Appleby and propose to cancel his visit on Saturday, October 20, 2012. Discussion followed. **MOTION DENIED**

11. Adjournment:

The meeting was adjourned at 7:40 pm on a motion by B. Phieffer. The next meeting is scheduled for Tuesday, November 20th.