



Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville, Ontario K8N 3B1
TEL: (613) 968-6731 FAX: (613) 968-6841 WEB: www.bellevillelibrary.com

**The Minutes of the Regular Meeting of the Belleville Public Library Board
on Tuesday December 18th 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; L. Pohjola; M. Roberts; R. Rooke

T. Pross, CEO; J. Alyea, Secretary

Regrets: E. Lindenberg; B. Phieffer; Holly Dewar, Manager of Public Services

Media: None

1. **Call to Order:** The meeting was called to order by the Chair at 6:20 p.m. At the request of the CEO the following items were added to the agenda under Other Business: 1. Transfer of funds from reserves to operating budget. 2. Correspondence.

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 18 December 2012:**

MOVED by G. Fraiberg, **SECONDED** by L. Pohjola, that the agenda for the Regular Meeting of 18 December 2012, including the two additional items, be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 20 November 2012:**

Item 11: The amount to be given by the Friends of the Library to refresh the lobby is amended to read \$15,000.

MOVED by L. Pohjola, **SECONDED** by R. Rooke, that the minutes for the Regular Meeting of 20 November 2012 be approved as amended. **CARRIED**

Business arising from the minutes:

1. **Item 11. Friends of the Library / Lobby refresh:** As recommended by the Board at the November meeting, the CEO has contacted Loyalist College about the possibility of a student in their Architectural Design program taking on this project as part of their course requirement, and is awaiting a reply.

2. **Item 12. Food for Fines:** This program was very successful with 390 items donated to the Gleaner's Food Bank.



5. **Items for Information:**

- **Statistics for November 2012**
- **CEO's Report**

The 2012 Opinion Survey deadline has been extended to January 31, 2013. Signs will be posted at the public desks advertising the prize available for completing the survey.

Staff Appreciation Lunch: For future annual events, the Board Chair is recommending the library close for a period of two hours to allow all staff to attend at the same time.

Facilities Update: **MOVED** by T. Christopher, **SECONDED** by M. Roberts, that the list of surplus materials be tabled to the January 2013 meeting, with a list of items deemed to be obsolete technology be included in the January agenda. **CARRIED**

MOVED by T. Christopher, **SECONDED** by L. Pohjola, that the November 2012 Statistics and CEO's report be received for information. **CARRIED**

6. **Financial Statement to November 30, 2012:**

MOVED by M. Roberts, **SECONDED** by G. Fraiberg, that the Financial Statement to 30 November 2012 be approved. **CARRIED**

The 2013 Budget will be presented to the Board for approval at the January 2013 meeting. The budget is due at City Hall by January 18, 2013.

7. **Unattended Children Policy for approval:**

A policy to address the issue of unattended children in the library was presented to the Board for approval. On page 2, under the section titled "In these situations, Library staff will", the words "*contact local police or Children's Aid Society (CAS) if responsible parent cannot be located*" will be amended to read "*contact local police if responsible parent cannot be located*"

MOVED by T. Christopher, **SECONDED** by G. Fraiberg, that the Unattended Children Policy be approved as amended. **CARRIED**

8. **Gallery promotional ideas:**

The Marketing Committee will present the Board with promotional ideas for the Gallery, including prices, at the February 2013 meeting.

9. **Other Business:**

1. **MOVED** by M. Roberts, **SECONDED** by R. Rooke, to move \$4,500 from the McConnell Reserve Special Project Fund to the operating budget to cover the cost of the library's new wireless system. **CARRIED**



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2. Correspondence: Two letters were distributed to the Board for information. A thank you letter was sent to Rod Delaney December 18, 2012 acknowledging the donation of a plaque awarded to Olive Delaney, former Chief Librarian, from the Government of Ontario. A letter of appreciation was received from Buckingham Palace thanking the library and staff for the card sent on the occasion of the Queen's Diamond Jubilee.
3. Lock down and security procedures: At the Board's request, a member of the Police Services will be invited to the January 2013 meeting to give a brief presentation and answer questions about lockdown procedures and security.

14. Adjournment:

The meeting was adjourned at 7:20 pm on a motion by J. Jenkins. The next meeting is scheduled for Tuesday, January 15th.