



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday September 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; R. Rooke

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

Regrets: E. Lindenberg; B. Phieffer; M. Roberts

Media: Not present

- 1. Call to Order:** The meeting was called to order by the Chair at 6:25 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 18 September 2012:**

MOVED by R. Rooke, **SECONDED** by L. Pohjola, that the agenda for the Regular Meeting of 18 September 2012 be approved. **CARRIED**
- 4. Motion to approve the minutes for the Regular Meeting of 17 July 2012:**

MOVED by Councillor Jenkins, **SECONDED** by G. Fraiberg, that the minutes for the Regular Meeting of 17 July 2012 be approved. **CARRIED**
- 5. Motion to approve the minutes for the Special Meeting of 6 September 2012:**

MOVED by G. Fraiberg, **SECONDED** by R. Rooke, that the minutes for the Special Meeting of 6 September 2012 be approved. **CARRIED**
- 6. Business arising from the minutes:**

Councillor Thompson gave an update on the Downtown Revitalization and Campbell Street Redevelopment Project.



7. **Items for Information:**

- **Confirmed Events held at the Belleville Public Library in July - August 2012**
- **Statistics for June – August 2012**
- **CEO's Report**

The information included in the Confirmed Events report is now included in the CEO's report and will no longer be listed as a separate item on the agenda.

The Board requested further information on the donation received from Tim Horton's restaurants. The CEO will report further at the October meeting.

MOVED by L. Pohjola, **SECONDED** by R. Rooke, that the CEO's report and Media List be received for information. **CARRIED**

8. **Financial Statement to August 31, 2012:**

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, that the Financial Statement to 31 August 2012 be approved. **CARRIED**

9. **Board Policy Approval: Workplace Violence Prevention Policy:**

MOVED by Councillor Jenkins, **SECONDED** by L. Pohjola, that the Workplace Violence Prevention and Response Policy be approved as presented. **CARRIED**

10. **Community Infrastructure Improvement Fund Grant Application:**

Belleville Public Library, with the support of the Board, submitted an application to the Community Infrastructure Improvement Fund for a grant to upgrade lighting at the library. The project would involve adding new decorative efficient LED exterior lighting which will improve the outside appearance of the building at night, and lowering internal light fixtures to help reduce costs of changing bulbs and ballasts. Total cost of the project is quoted at \$8856.

The grant application requires the library to provide 66% of the necessary funding. The CEO is asking the Board to support using reserve funds for this project, and recommends we proceed with or without grant funding.

MOVED by R. Rooke, **SECONDED** by L. Pohjola, to proceed with infrastructure improvements to upgrade lighting at the library, with or without grant approval. **CARRIED**



11. Fines and Fees Report and Amnesty Week:

The CEO presented a report on Fines and Fees Owed to the Library. The CEO recommends:

- use of a Collection Agency to recover large overdue fines.
- Belleville Public Library hold a fines amnesty week during Ontario Public Libraries Week in October, in conjunction with Quinte West.

The Board inquired about the possibility of paying overdue fines on line.

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, to receive the report and proceed with the Amnesty Week in October, with the CEO bring further information on Collection Agencies and paying fines online to the October meeting. **CARRIED**

12. Security System Report:

The current Library security system is not very effective and can be very aggravating to staff and customers. The CEO presented a report with cost estimate to replace the current Library security system.

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, to receive the report with no further investigation at this time.

MOVED by R. Rooke, **SECONDED** by L. Pohjola, that the motion be amended to include turning off the security gates. **CARRIED WITH AMENDMENT**

13. Drop Box Replacement Report:

The Manager of Public Services presented a report on Circulation Drop Box (Cart) Replacement including a request for Board approval to purchase two new Duralight carts.

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, to support the purchase of two Duralight carts. **CARRIED**

14. Ontario Accessibility Grant Call for Proposals:

The CEO reported Human Resources and Skills Development Canada has announced a call for proposals for Small Projects enabling accessibility is now open. The call will be open until October 5, 2012. The Small Project Component provides grant funding (up to \$50,000) for projects that improve the accessibility of existing facilities. The library would be responsible for at least 25% of the funding for the project. Project ideas include internet station for handicapped patrons on the main floor; special library OPAC (catalogue) for handicapped patrons; and funding to extend our browsealoud website reading technology license and for zoomtext software for all public stations.

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, that the library apply for a grant from Human Resources and Skills Development Canada for Small Projects. **CARRIED**



15. Advertising in the Library:

The CEO presented a report on Advertising in the Library as a way to generate revenue, asking for direction from the Board on what avenues to explore and what they consider undesirable.

MOVED by Councillor Christopher, **SECONDED** by Councillor Jenkins, to forward the report to the Marketing Committee to discuss and report back to the Board in October. **CARRIED**

16. Other Business:

1. A motion is required to approve the Draft Audited Financial Statement to submit for the Provincial Library Grant.

MOVED by L. Pohjola, **SECONDED** by Councillor Christopher, that the Draft Audited Financial Statement be approved as presented. **CARRIED**

2. Councillor Jenkins reported on a children's program available at a library in the Greater Toronto Area called "Dial A Story". Video of story times is available for downloading. The CEO will report further on this at the November meeting.

17. Adjournment:

The meeting was adjourned at 7:50 pm on a motion by L. Pohjola. The next meeting is scheduled for Tuesday, October 16th.