



**The Minutes of the Regular Meeting of the Belleville Public Library Board
on Tuesday May 21st 2013 at 6:00 PM in the Betty Colden Room
of the Belleville Public Library**

Present: E. Lindenberg (Vice-Chair); Councillor T. Christopher; G. Fraiberg;
Councillor J. Jenkins; M. Roberts; R. Rooke

H. Dewar, Manager of Public Service; J. Alyea, Secretary

Regrets: Councillor G. Thompson; B. Phieffer; L. Pohjola; T. Pross

Media: None

1. **Call to Order:** The meeting was called to order by the Vice-Chair at 6:00 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 21 May 2013:**

MOVED by R. Rooke, **SECONDED** by M. Roberts, that the agenda for the Regular Meeting of 21 May 2013 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 23 April 2013:**

MOVED by T. Christopher, **SECONDED** by G. Fraiberg, that the minutes for the Regular Meeting of 23 April 2013 be approved. **CARRIED**

There was no business arising from the minutes.

5. **Items for Information:**
 - **Statistics for April 2013**
 - **CEO's Report**

The CEO reports that our funding application for accessible public computer workstations was not successful and is asking for direction from the Board to purchase the equipment using reserve funds. The Board requested the CEO prepare a report listing the equipment to be purchased, including the cost, for consideration and resolution at the June meeting. E. Lindenberg will check with local community groups who might be interested in sponsoring this equipment.

MOVED by G. Fraiberg, **SECONDED** by T. Christopher, that the April 2013 Statistics and CEO's report be received for information. **CARRIED**

6. **Financial Statement to 30 April 2013:**

MOVED by M. Roberts, **SECONDED** by J. Jenkins, that the Financial Statement to 30 April 2013 be approved. **CARRIED**



7. Outstanding fines and fees and use of collection agency:

At the direction of the board, the CEO brought forward to the Quinte West Public Library his recommendation of using a collection agency to collect outstanding fines and fees to see if they are interested in pursuing this idea together. The Quinte West Public Library Board opted not to pursue a collection agency. The CEO is requesting the Belleville Public Library Board authorize 1) the CEO and / or his designate to purge the patron database of Library Cardholders where the Library Card has been expired for five years or more and 2) the CEO to engage with collection agency Unique Management Services to begin the process of collecting outstanding fines and fees that total \$26 or more, while levying appropriate fees on outstanding accounts to mitigate the costs associated with the collection agency.

MOVED by R. Rooke, **SECONDED** by T. Christopher, that the CEO and / or his designate purge the patron database of Library Cardholders where the Library Card has been expired for five years or more, and report back to the board on the amount of fines outstanding.

CARRIED

8. Presentation / Approval to refer to Hastinet Board: Subscribing to the online product “Collection HQ” in partnership with Quinte West Public Library:

Holly Dewar, Manager of Public Service, gave a PowerPoint presentation about the product CollectionHQ, used by libraries to develop their collections. The Quinte West and Belleville Library CEOs are recommending that their Library Boards approve referring a recommendation to the Hastinet Board that we make a joint purchase of the CollectionHQ product, using our collection budget to fund the annual subscription cost. This could be done as a pilot project initially (i.e. one-year subscription). Upon approval by both Boards, the decision to purchase would be referred to the Hastinet Board for final approval.

MOVED by T. Christopher, **SECONDED** by M. Roberts, that the CEO provide additional information on CollectionHQ, including which other Canadian Libraries are currently using this product. **CARRIED**

9. Health & Safety Policy Annual Review:

MOVED by T. Christopher, **SECONDED** by R. Rooke, that the Health & Safety Policy be approved for 2013 as presented. **CARRIED**

10. Other Business: There was a request from the Board to reschedule the June 19th meeting. The CEO will be consulted to choose a new meeting date for June and advise Board members by email.

11. Adjournment:

The meeting was adjourned at 7:30 pm on a motion by T. Christopher.