

The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 15th February 2011 at 6:30 PM in the Betty Colden Room of the Belleville Public Library

Present: B. Phieffer, Chair J. Jenkins, Councillor L. Pohjola
M. Roberts G. Thompson, Councillor K. Tuck
L. Bell, CEO J. Alyea, Secretary

Regrets: T. Christopher, Councillor E. Lindenberg R. Rooke

Guest: Doug Churcher, auditor, Welch & Co.

1. **Call to Order:** The meeting was called to order by Beth Phieffer, Chair at 6:30 pm.
2. **Declarations of pecuniary interest by Board Members:** There were no declarations of pecuniary interest.
3. **Audited Financial Statements to December 31, 2009:**

Doug Churcher, auditor for Welch & Co. attended the meeting. He presented and reviewed the December 31, 2009 Audited Financial Statements of the Belleville Public Board and Hastinet.

MOVED by Larry Pohjola, **SECONDED** by Mike Roberts, to approve the December 31, 2009 Audited Consolidated Financial Statements and Trust Fund Financial Statements of the Belleville Public Library Board. **CARRIED**

The Hastinet Financial Statements will be presented for approval at the next Hastinet meeting.

4. **Motion to approve the agenda for the Regular Meeting of 15th February 2011:**

MOVED by Councillor Thompson, **SECONDED** by Mike Roberts, that the agenda for the regular meeting of 15th February 2011 be approved. **CARRIED**

5. **Motion to approve the minutes of the Annual and Regular Meeting of 18th January 2011:**

Beth Phieffer reviewed the Items for Information section of the agenda. Informational reports that are included in the agenda can be reviewed and accepted with one motion. If a Board member wishes to question or discuss any of the information reports, those items would become part of the regular agenda for separate discussion.

MOVED by Councillor Jenkins, **SECONDED** by Mike Roberts, that the minutes of annual and regular meeting of 18th January 2011 be approved. **CARRIED**

6. Business arising from the minutes of the previous meeting:

Under Item 12, Confirmed Events, Councillor Christopher had questioned why the list of Facilities Rentals did not include the names of who was renting the room. This was changed by the Board in May 2009 to include only the rental dates. A list of room rentals including name, date & time and the room rented will be provided to Board Members monthly, separate from the agenda, starting in March.

7. Confirmed Events held at the Belleville Public Library in February – March 2011

8. Statistics for January 2011

9. CEO's report

1. Confirmed Events: Addition -Tuesday, February 22nd at 6:00 pm there will be a Family Games night with the Belleville Bulls in the meeting room.
2. Kyle Tuck will attend the opening reception of the gallery exhibition "Synergy" on March 5th.
3. CEO' report: The date to go live with The City of Belleville's financial system, Vadim, has been rescheduled to March 2nd. The cash drawers will be installed at Circulation prior to that date.

MOVED by Councillor Thompson, **SECONDED** by Larry Pohjola, to receive these reports. **CARRIED**

10. Board Committees discussion and appointments:

The list of current committees was reviewed. The Board plans to develop a Strategic Plan that would include long range planning. The committees for the 2010-2014 term will be:

Financial Management
Board-Staff
Marketing
Gallery Board
By-laws Committee (new)
Board Policy Committee (new)

Board members should advise Beth Phieffer by March 4th which committees they would like to be members of. The Board Chair and Secretary (CEO) will meet to set up committees and advise members by e-mail.

11. Financial Statements:

MOVED by Mike Roberts, **SECONDED** by Councillor Jenkins, that the Accounts Payable have been reviewed and approved to December 31, 2010. **CARRIED**

1. The CEO met with the City Treasurer, Brian Cousins. The agreement with the City to provide support to the Library for Finance was signed on December 1, 2010. Setup and inputting of the 2010 accounts was completed in early February. The Financial Statement to December 31, 2010 is almost finalized. Some items need to be adjusted and charged to different accounts. The Financial Statement will be e-mailed to board members as soon as it is finalized. Brian Cousins' assessment of the year end accounts for 2010 was our financial status at year end is on target. The Vadim system will streamline the accounting procedure when it is up and running.

2. The Provincial Grant cheque for \$84,357.00 was received today.
3. The Financial Management Committee will meet prior to the next Board meeting to set the 2011 budget for presentation and approval at the March Board meeting. The approved budget should be forwarded to the City at least one week prior to its scheduled Budget Meetings on April 4, 5 and 6.
4. The budget format for 2011 will return to the format used in 2005. Brian Cousins has agreed to attend the next board meeting.
5. Capital Budget: Lesley will arrange for City Property Manager, Joel Carr-Braint to do a walk-through the building with Library Building Superintendent Bernard Noel to assess possible needs for consideration in the Capital Budget.
6. Bank Account: The Library now has a bank account with CIBC set up through the City. All Scotiabank bank accounts have been closed. There is still a term deposit with Scotiabank.

12. Leadership by Design:

Leadership by Design is a program on governance for Library Board trustees and CEOs. It was developed for OLBA by Margaret Andrewes and Randee Loucks. There is an online Interactive Tutorial. Beth Phieffer provided information on how to access this tutorial and requested all Board members to complete the tutorial before the April board meeting. Beth also proposed that Margaret Andrewes and Randee Loucks conduct a follow up session to the Library Board governance session in April. This session would cover Board Policies, Goals and Objectives for 2011 and benchmarking with public libraries of similar size to Belleville. Randee will send Beth and Lesley a proposal for the session in early March.

13. Other Business:

1. The next regular scheduled Board Meeting on March 15th falls during the week of March Break. Several board members have advised they will be unable to attend. The meeting has been rescheduled for Tuesday, March 22nd at 6:00 pm.
2. Mike Roberts will be away for the March and April Board meetings.

14. Adjournment: The meeting was adjourned at 8:00 pm on a motion by Councillor Thompson.