



Belleville Public Library and John M. Parrott Art Gallery
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**The Minutes of the Regular Meeting of the Belleville Public Library Board
on Tuesday February 19th 2012 at 6:00 PM in the Betty Colden Room
of the Belleville Public Library**

Present: Councillor G. Thompson; Councillor T. Christopher (6:15); G. Fraiberg;
Councillor J. Jenkins (6:20); B. Phieffer; L. Pohjola; M. Roberts; R. Rooke

T. Pross, CEO; H. Dewar, Manager of Public Services;

Regrets: E. Lindenberg, Vice-Chair; J. Alyea, Secretary

Media: None

1. **Call to Order:** The meeting was called to order by the 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 19 February 2013:**

MOVED by M. Roberts, **SECONDED** by R. Rooke, that the agenda for the Regular Meeting of 19 February 2013 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 15 January 2013:**

MOVED by L. Pohjola, **SECONDED** by G. Fraiberg, that the minutes for the Regular Meeting of 15 January 2013 be approved. **CARRIED**

There was no business arising from the minutes.

5. **Items for Information:**

- **Statistics for January 2013**
- **CEO's Report**

M. Roberts asked to confirm that the circulation statistics increased by 7.5% from 2011 to 2012. The percentage change of the circulation statistics from 2009 to 2010 and from 2010 to 2011 will be provided at the next Board meeting.

The Chair requested that H. Dewar provide a more in-depth overview of the OLA Super Conference Fundraising session at a later Board meeting.

MOVED by M. Roberts, **SECONDED** by L. Pohjola, that the January 2013 Statistics and CEO's report be received for information. **CARRIED**



6. Financial Statement to 31 January 2013:

The CEO advised that the 2013 Library Budget will be presented at City Council for approval on March 5, 2013.

M. Roberts advised that the Library Board financial signing authority has been changed to: The Chair; the CEO and M. Roberts.

MOVED by M. Roberts, **SECONDED** by R. Rooke, that the Financial Statement to 31 January 2013 be approved. **CARRIED**

7. Annual Report 2012:

The CEO presented the draft 2012 Annual Report for information and comment. M. Roberts noted that Library Board members' names were included in previous annual reports. A list of the Board members will be added to the Report.

J. Jenkins asked about plans for the distribution of the Report. Suggestions for distribution included: The Belleville Chamber of Commerce; The Quinte Arts Council; The Quinte Sports and Wellness Centre. B. Phieffer requested copies for distribution to OLBA Trustees.

J. Jenkins suggested the inclusion of a chart showing the percentage of the library budget allocated to programming, collections and services and of the Library funding sources.

8. Goals for 2013:

B. Phieffer spoke about the need for a Strategic Plan and asked about the availability of funds to undertake the development of a Plan. The Chair responded that funds had not been put into Reserves for Strategic Planning in 2013, but that the Board could look into how Strategic Planning might be undertaken. B. Phieffer noted that SOLS provides support for Strategic Planning.

G. Fraiberg suggested that exterior Library building signage be considered under Goal No. 3: Advertising Revenue Program.

Goal No. 2 Lobby Refresh: **MOVED** by B. Phieffer, **SECONDED** by R. Rooke, that the CEO proceed to source and price new furniture for the Library lobby. Funding from the Friends will be used for this purpose.

MOVED by G. Thompson, **SECONDED** by J. Jenkins, that the Goals for 2013 be approved. **CARRIED**

9. Security update:

The CEO advised that blinds for windows of rooms identified as secure locations within the Library have been ordered.

The CEO reported that investigation of a Public Address system found the cost would be approximately \$18,000. Given the life cycle of our current phone system it is not recommended to proceed with purchase of a Public Address system.



Lockdown Policy: presented for Library Board approval. M. Roberts raised questions regarding the procedure / guidelines section. H. Dewar suggested the details requiring further clarification be reviewed with Constable Verbeek of the Belleville Police Services. The Library Board gave direction for the CEO and H. Dewar to contact Constable Verbeek. The policy will be considered at the next Library Board meeting.

MOVED by M. Roberts, **Seconded** by L. Pohjola, that Procedures for Enforcing Rules of Conduct be deferred. **CARRIED**

10. Closing Library for Staff Appreciation Event:

MOVED by B. Phieffer, **Seconded** by J. Jenkins, that the library be closed for two (2) hours for staff to attend a staff appreciation event in November, 2013. **CARRIED**

11. Other Business:

R. Rooke provided an update regarding the OLA Super Conference sessions she attended and made special note of sessions by Susan Cain author of, *QUIET: The Power of Introverts in a World That Can't Stop Talking* and Dr. Ken Haycock, "Role of the Board Chair". R. Rooke will provide the link for Dr. Haycock's session for Board members to view.

12. MOVED by B. Phieffer, **Seconded** by R. Rooke, that the Board go into closed session.
CARRIED

13. Adjournment:

The meeting was adjourned at 9:05 pm on a motion by G. Fraiberg. The next meeting is scheduled for Tuesday, March 19th.