



## The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 18 October 2011 at 6:00 PM in the Betty Colden Room of the Belleville Public Library

**Present:** B. Phieffer, Chair                      T. Christopher, Councillor                      J. Jenkins, Councillor  
E. Lindenberg                                      L. Pohjola    M. Roberts  
R. Rooke    G. Thompson, Councillor                      T. Pross, Interim CEO  
J. Alyea, Secretary

1. **Call to Order:** The meeting was called to order by Beth Phieffer, Chair at 6:05 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 October 2011:**

MOVED by Rosemary Rooke, SECONDED by Mike Roberts, that the agenda for the Regular Meeting of 18 October 2011 be approved.                      CARRIED

4. **Motion to approve the minutes of the Regular Meeting of 20 September 2011:**

MOVED by Rosemary Rooke, SECONDED by Councillor Jenkins, that the minutes of the Regular Meeting of 20 September 2011 be approved.                      CARRIED

Councillor Christopher joined the meeting at 6:10 p.m.

5. **Business arising from the minutes of the previous meeting:**

1. Rosemary Rooke inquired about the possibility of getting a booth at the mall prior to Christmas to promote e-Books and the Gallery Corridor Shop.

MOVED by Larry Pohjola, SECONDED by Rosemary Rooke, to direct the CEO to investigate the requirements to have a booth at the Quinte Mall to promote the library, focusing on eBooks and the Gallery Corridor Shop and report at the November meeting.                      CARRIED

2. **Donor Recognition:** The Interim CEO asked for input as to the type of function the Board would like to consider for Donor recognition. The Board Chair suggested that two Board members volunteer to assist with this project. The item was tabled to the November meeting.

Councillor Thompson joined the meeting at 6:30 p.m.



**6. Confirmed Events held at the Belleville Public Library in October – November 2011.**

The Board Chair commended the Library on the author readings arranged in October for Canadian Library Month.

**7. Statistics for September 2011.**

**8. Interim CEO's Report:**

MOVED by Larry Pohjola, SECONDED by Councillor Jenkins, that the Confirmed Events, Statistics and Interim CEO's report be received for information. CARRIED

**9. Financial Statement to September 30, 2011:**

MOVED by Mike Roberts, SECONDED by Councillor Jenkins, that the Financial Statement to 30 September 2011 be approved. CARRIED

A Finance Committee meeting is to be scheduled by the Chair in early November.

**10. Report of the Policy and By-laws Committee:**

Two Governance Policy outlines were distributed at the June 2011 meeting for review.

**1. Governance: Policy Development:**

MOVED BY Larry Pohjola, SECONDED by Rosemary Rooke, to adopt the policy for Governance: Policy Development as presented. CARRIED

**2. Governance: Board Duties and Responsibilities:**

MOVED by Councillor Jenkins, SECONDED by Eric Lindenberg, to adopt the policy for Governance: Board Duties and Responsibilities as presented. CARRIED

Policy outlines for 1) Governance: Board Members' Code of Conduct and 2) Governance: Individual Board Members' Duties and Responsibilities were distributed for review and discussion at the November meeting.

At the request of Eric Lindenberg, Agenda Item 12 was moved forward for discussion.

**12. Sunday Openings:**

The Interim CEO was directed to investigate the cost involved to have the Library open on Sundays. The report will be brought to the Finance Committee meeting.

Eric Lindenberg left the meeting at 7:00 p.m.



#### 11. Ontario Public Library Guidelines for Accreditation:

The Board Chair has been reviewing the Ontario Public Library Guidelines for Accreditation to see if it would be feasible for the Belleville Public Library to become an accredited library. The Prince Edward County Library is accredited and has offered to assist. The Chair will meet with the Prince Edward County Library staff and report at the November meeting.

#### 13. Café Lease:

Information pertaining to the renewal of the Y'Wanna Hav'A Café lease agreement was distributed for the Board to review and submit their recommendations. The Interim CEO will forward the recommendations made by the Board to Julie Oram, City Clerk.

#### 14. OLA SuperConference – February 1-4, 2012:

Trevor Pross, Soyoung Lee and Suzanne Humphreys will attend the OLA SuperConference for the Library. Beth Phieffer will attend for the Board.

#### 15. Meeting Dates:

The December 2011 meeting will be held Tuesday, December 6<sup>th</sup>. The annual Christmas tree trimming with staff will start at 4:00 p.m. followed by the Board Meeting.

#### 16. Staff Recognition:

A recommendation to adopt the City's dates to recognize staff service – 10, 25 and 35 years and on retirement – and that the Board select suitable mementos to honour staff was presented at the June 2011 meeting.

**MOVED** BY Councillor Christopher, **SECONDED** by Larry Pohjola, that the Library adopt the same time lines as the City for staff recognition. **CARRIED**

Suitable mementos for each timeline will be looked at in the future.

#### 17. Other Business:

1. New furniture will be delivered this week – chairs for Board Room; tables and chairs for Seminar Room and new desks and chairs for Administration.

2. Room Rental rates and User Fees:

**MOVED** by Mike Roberts, **SECONDED** by Larry Pohjola, that room rental rates and user fees be reviewed at the November meeting, with changes being implemented in January 2012. **CARRIED**

3. A thank you card was received from Lesley Bell expressing her appreciation for the gift she received from the Board.

18. **Adjournment:** The meeting was adjourned at 7:40 pm on a motion by Councillor Christopher, seconded by Councillor Thompson. The Board moved into Committee-of-the-Whole. Trevor and Joanne left the meeting.