



**The Minutes of the Regular Meeting of the Belleville Public Library  
Board on Tuesday, November 17, 2020 at 6:00 PM  
by Zoom due to COVID**

**Present:** Councillor P. Carr (Chair); G. Antworth; M. Butler; C. Feeney; G. Fraiberg;  
Councillor S. Kelly; B. Phieffer; M. Roberts; Councillor G. Thompson

T. Pross, CEO; H. Dewar, Manager of Public Services;  
J. Alyea, Administrative Assistant; J. VanManen, Administrative Assistant

**Guests:** Doug Churcher, Welch LLP Chartered Accountants

**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:** None.

3. **Motion to approve the agenda for the Regular Meeting of 17 November 2020:**

The Chair requests Item 7, 2019 Audited Financial Statements for Approval be moved ahead on the agenda to Item 4, as Mr. Churcher has another meeting to attend.

**MOVED** by C. Feeney, **SECONDED** by M. Roberts, THAT the agenda for the Regular Meeting of 17 November 2020 be approved as amended. **CARRIED**

4. **2019 Audited Financial Statements for Approval:**

**MOVED** by Councillor Kelly, **SECONDED** by B. Phieffer, THAT the 2019 Belleville Public Library Board Audited Financial Statement and the 2019 Belleville Public Library Board Trust Fund Financial Statement be approved as presented. **CARRIED**

5. **Motion to approve the minutes for the Regular Meeting of 15 September 2020:**

**MOVED** by G. Antworth, **SECONDED** by M. Roberts, THAT the minutes for the Regular Meeting of 15 September 2020 be approved. **CARRIED**

No business arising from the minutes.



6. **Items for Information:**

**Statistics September and October 2020**

**CEO's Report**

**Media Report**

**Correspondence: Letter to Minister MacLeod**

**MOVED** by G. Fraiberg, **SECONDED** by M. Butler, to receive the Items for Information.  
**CARRIED**

7. **Financial Statement to 31 October 2020:**

**MOVED** by M. Roberts, **SECONDED** by C. Feeney, THAT the Financial Statement to 31 October 2020 be approved. **CARRIED**

8. **Budget report #20-17 on cost overruns, COVID related expenses and reserve transfer authorization:**

**MOVED** by Councillor Thompson, **SECONDED** by Councillor Kelly, THAT the Library Board receives Report #20-17 for information and THAT the Library Board authorizes the following transfers from the 2020 operating budget to Library reserve accounts:

<b>Reserve account name:</b>	<b>Amount to be transferred from operating budget to reserves:</b>
Sick Leave Reserve	\$5,000
Capital Reserve (boilers)	\$10,000

and THAT the Library Board authorizes the following transfers from Library reserve accounts to the general operating budget:

<b>Reserve account name:</b>	<b>Amount to be transferred from reserves to operating budget:</b>
Sick Leave Reserve (to cover sick leave payout to employee)	\$1,082.77

**CARRIED**

9. **Policy approval: revised Code of Conduct for COVID (mask requirement):**

**MOVED** by C. Feeney, **SECONDED** by G. Antworth, THAT the Library Board approves the revised Code of Conduct policy, amending #1 to read "A face covering that fully covers the nose and mouth, or a clear face-shield, must be worn at all times by persons in the building, as per local Public Health guidelines". **CARRIED**



**10. Policy approval: Harassment Policy annual review / approval:**

**MOVED** by M. Roberts, **SECONDED** by B. Phieffer, THAT the Library Board has reviewed Policy BPL007 (Harassment and Discrimination) and approves the policy as presented.  
**CARRIED**

**11. Policy approval: Fundraising Policy:**

**MOVED** by C. Feeney, **SECONDED** by Councillor Kelly, THAT the Library Board approves the Fundraising policy as presented. **CARRIED**

**12. Café closure update:**

**MOVED** by Councillor Kelly, **SECONDED** by G. Fraiberg, THAT the Library Board receive the verbal update that the Focus Café is currently closed due to lack of business as a result of COVID. **CARRIED**

**13. Motion to enter into In Camera session to consider the following items, pursuant to the Public Libraries Act, s. 16.1:**

- In camera report on matters related to labour relations / employee negotiations
- In camera report on matters related to labour relations / employee negotiations

**MOVED** by M. Roberts, **SECONDED** by Councillor Thompson, THAT the Library Board enter the In Camera session to discuss two labour relations / employee negotiation matters. **CARRIED**

**14. Motion to go out of In Camera session and return to the Regular Meeting:**

**MOVED** by G. Fraiberg, **SECONDED** by C. Feeney, THAT the Library Board go out of the In Camera session and return to the Regular Meeting. **CARRIED**

**15. Other Business: Food for Fines promotion**

**MOVED** by Councillor Thompson, **SECONDED** by G. Fraiberg, THAT the Board authorizes the CEO to implement a Food for Fines promotion, allowing customers to donate non-perishable food items in return for \$2 of fine forgiveness per item, to a maximum of \$16 in fine forgiveness, from November 23<sup>rd</sup> until December 22<sup>nd</sup>, 2020.

**CARRIED**

**16. Next meeting: Tuesday, January 19, 2021 – 6:00 pm. by Zoom**

**17. Adjournment:** The meeting was adjourned at 7:45 pm on a motion by M. Roberts