



The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday 21 September 2010 at 6:30 PM in the Betty Colden Room of the Belleville Public Library

Present: B. Phieffer, Chair N. Ellis, Mayor T. Christopher, Councillor
E. Jourard M. Roberts R. Rooke
G. Thompson, Councillor L. Bell, CEO S. Morden, Deputy CEO
J. Alyea, Secretary

Regrets: J. Jenkins

1. **Call to Order:** The meeting was called to order by the Chair, Beth Phieffer at 6:30 PM.
2. **Introduction of Acting Deputy CEO, Sandra Morden :** The CEO introduced Sandra Morden, Acting Deputy CEO. Sandra has been hired for a 6 month contract, beginning September 7, 2010. Sandra gave a report on her duties, and what she has worked on during her 1st two weeks at the library.
3. **Declarations of Interest by Board Members:** There were no Declarations of Interest.
4. **Motion to approve the agenda for the Regular Meeting of 21 September 2010:**

MOVED by Mike Roberts, SECONDED by Mayor Ellis, that the agenda for the regular meeting of 21 September 2010 be approved. CARRIED

5. **Motion to approve the minutes of the Regular Meeting of 15 June 2010:**

MOVED by Councillor Thompson, SECONDED by Rosemary Rooke, that the minutes of the Regular Meeting of 15 June 2010 be approved. CARRIED

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

Security Cameras: Councillor Christopher asked for an update on security cameras and key card access for staff. Cameras are now installed and working. The policy is posted in the lobby. We have received two requests from Belleville Police to view tape to assist in investigations. Mayor Ellis inquired if a monitoring policy was in place stating who are authorized to view tapes as this is a privacy issue. The City's Video Surveillance Policy has been adopted by the Library. All staff now have key card access to the north staff door.

7. **Presentation by Sheila Marchand Pegg from Quinte United Immigrant Services (QUIS) :**

Sheila Marchand Pegg made a presentation to the board on behalf of Quinte United Immigrant Services. QUIS has been in the Quinte area for 23 years. Its programs include Settlement Services, which provides help with settlement and integration into the community to all newcomers to this area. This includes sensitivity and awareness training and domestic violence training.



Their Host Program provides socialization for families with programs including Soccer Fun Day and Youth Camps. The library has partnered with QUIS providing space in the library for QUIS to setup services on an outreach basis. Yvonne Ferguson, settlement worker with QUIS, will be at the library on Thursdays from 1-6 pm beginning September 23. Information sessions for staff will be held in the next two weeks.

8 & 9. Accounts & Expenses and Interim Financial Statements:

A list of monthly accounts paid is to be shown to Mike Roberts prior to Board Meetings for approval. A budget meeting should be set in the next 2 months.

10. Library Card Renewals – Rosemary Rooke:

Rosemary inquired about patrons renewing library cards annually and providing verification of address. This creates problems for online patrons trying to reserve or renew books. This is a Circulation policy which was set by the board in January 2006. The policy will be reviewed and discussed at the October meeting.

Plans are underway to install a debit machine, also looking at using a collection agency to recover lost revenue from fines and lost books.

11. Comments on Children’s summer program – Rosemary Rooke:

Rosemary attended a pre-registered program with her grandson in August. She made some suggestions on ways to enhance future programs for consideration.

12. John M. Parrott Art Gallery – operations and hours of opening:

Reduced gallery hours during July and August worked well. The CEO is asking the Board to consider reducing gallery hours permanently, based on hours of other area galleries, statistics and staffing requirements to be open the same hours as the library.

MOVED by Councillor Christopher, **SECONDED** by Mayor Ellis, that a report on the Status of the Art Gallery including hours & direction be presented at the October meeting. **CARRIED**

13. Confirmed Events held at the Bellevalle Public Library in September - October 2010:

MOVED by Mike Roberts, **SECONDED** by Mayor Ellis, that the Confirmed Events for September - October 2010 be received. **CARRIED**

14. Statistics for June, July and August 2010:

MOVED by Councillor Thompson, **SECONDED** by Eleanor Jourard, that the Statistics for June, July and August 2010 be approved as presented. **CARRIED**



15. CEO's Report:

1. CEO attended AMPLO meeting in Toronto on September 10, 2010. Knowledge Ontario's funding situation was discussed. Government funding may not be available for 2011. Knowledge Ontario is requesting \$250,000 from Ontario Public Libraries if funding does not come through. Belleville's share would be \$2,500.
2. There are a number of design issues with the library building, including stairs and elevator being outside the library entrance, too high shelves in the children's area and lack of sight lines. CEO has met with John Smale of PACE Design to look at some quick fixes to improve these areas and other issues.
3. Gallery Corridor Shop now opened, featuring artisans work for sale. There have been several sales to date.
The Gallery will also participate in the Quinte Arts Council's "Art in the Community" program. The Library will receive a commission on sales on these items.
4. A Canada Council Grant Application for a spring reading series has been submitted.
5. Hastinet Catalogue: Sandra Morden reported on the Hastinet Catalogue library system. We are currently looking at the status of the system and where we should be going. This is a core library service and shared with Quinte West, so must be managed well. It is an out of date system with serious infrastructure and software problems.

MOVED by Councillor Thompson, **SECONDED** by Eleanor Jourard, that the CEO's report be accepted. **CARRIED**

16. Other Business:

1. **OLA Membership:** **MOVED** by Councillor Christopher, **SECONDED** by Rosemary Rooke, to renew our OLA membership at a cost of \$250. **CARRIED**

The 2011 OLA Conference is February 2nd to 5th.

2. **Art Sharing Program :** James Hurst of The Belleville Club, has approached the library about borrowing a few Manley MacDonald paintings to mount on wall of Belleville Club. Councillor Thompson and Mike Roberts will look at the agreement and mandate from the Parrott Foundation with Lesley and report back.
3. Copies of the Collective Agreement were distributed to Board Members.
4. A patron complaint about internet connectivity appears to be solved.

19. Adjournment: The meeting was adjourned at 7:25 pm on a motion by Councillor Christopher.