



## **Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 16 September 2025 at 6:00 PM in the Board Room**

1. Call to Order
2. Declarations of pecuniary interest by Library Board Members
3. Motion to approve the agenda for the Regular Meeting of 16 September 2025
4. Motion to approve the minutes of the Regular Meeting of 17 June 2025
5. Items for Information

- Statistics: June, July and August 2025
- Media Report

**Resolution:** “THAT the items for information be received.”

6. Financial Statement to 31 August 2025

**Resolution:**

“THAT the Financial Statement to 31 August 2025 be approved as presented.”

7. Policy revision: BPL011 Hiring and orientation of new employees

**Resolution:**

“THAT the Board approves revised policy BPL011 Hiring and orientation of new employees as presented.”



8. Report to the Belleville Public Library Board 25\_10: Revision of Library Board Bylaws

**Resolution:**

“THAT the Board approves the revised Library Board Bylaws as presented.”

9. Report to the Belleville Public Library Board 25\_11: Accession of donated painting to Gallery permanent collection

**Resolution:**

“THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery’s permanent collection, as per the recommendation of the Gallery Curator: *Untitled floral scenery by Donnah Cameron.*”

10. Other business

11. Adjournment

Next meeting: October 21, 2025



**The Minutes of the Regular Meeting of the Belleville Public Library Board on  
Tuesday, 17 June 2025 at 6:00 PM**

**Present:** Councillor P. Carr (Chair); P. Appolon; G. Fraiberg; Councillor K. Henderson; R. Ingersoll; E. Lindenberg; M. Roberts; Councillor M. Seu

T. Pross, CEO; H. Dewar, Manager of Public Service;  
J. Van Manen, Payroll and Accounts Administrator

**Regrets:** S. Jennings

**Media:** None

1. **Call to Order:** The meeting was called to order by the Chair at 6:04 p.m.

Councillor Carr welcomed Councillor Kelly Henderson to the Library Board as the new Council appointed Trustee.

2. **Declarations of pecuniary interest by Board Members:** None

3. **Motion to approve the agenda for the Regular Meeting of 17 June 2025**

**MOVED** by E. Lindenberg, **SECONDED** by M. Roberts, THAT the agenda for the Regular Meeting of 17 June 2025 be approved. **CARRIED**

4. **Deputation by Shahid Mahmood and Sean McNeill – Concerns about Policy on Room Rentals**

**MOVED** by R. Ingersoll, **SECONDED** by P. Appolon, THAT the Board receives the Deputation by S. Mahmood and S. McNeill. **CARRIED**

5. **Motion to approve the minutes for the Regular Meeting of 15 April 2025**

**MOVED** by Councillor Seu, **SECONDED** by M. Roberts, THAT the minutes for the Regular Meeting of 15 April 2025 be approved. **CARRIED**

No business arising from the minutes.



## 6. Items for Information

- **Statistics April and May 2025**
- **Media Report**

**MOVED** by Councillor Henderson, **SECONDED** by R. Ingersoll, THAT the items for information be received. **CARRIED**

## 7. Financial Statement to 31 May 2025

**MOVED** by M. Roberts, **SECONDED** by R. Ingersoll, THAT the Financial Statement to 31 May 2025 be approved as presented. **CARRIED**

## 8. Board closure dates addendum for approval – 2025 Sundays in July and August, and staff and volunteer appreciation event

**MOVED** by P. Appolon, **SECONDED** by E. Lindenberg, THAT the Board approves 2025 closure dates addendum as presented. **CARRIED**

## 9. Report to the Belleville Public Library Board 25\_06: Accession of donated Manly MacDonald oil painting “Hilltop View of the Long Reach in Summer”

**MOVED** by E. Lindenberg, **SECONDED** by P. Appolon, THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery’s permanent collection, as per the recommendation of the Gallery Curator: *Hilltop View of the Long Reach in Summer*. **CARRIED**

## 10. Report to the Belleville Public Library Board 25\_07: Capital budget request to City for 2026 for approval

**MOVED** by R. Ingersoll, **SECONDED** by Councillor Seu, THAT the Board approves the 2026 Capital Budget request to City Council as presented. **CARRIED**

## 11. Report to the Belleville Public Library Board 25\_08: Launch of fundraising campaign for mobile and self-serve solutions to increase service to the community

**MOVED** by M. Roberts, **SECONDED** by Councillor Henderson, THAT the Board receives Report 25\_08 and directs the CEO to gather information and to pursue fundraising and grant opportunities in support of the future provision of mobile and self-service options for Belleville and Tyendinaga Mohawk Territory, including a mobile library (Bookmobile); AND THAT the Board authorizes the creation of a new Library reserve account for compilation of funds to support this initiative. **CARRIED**



**12. Policy Approval: BPL028 Procurement of Goods and Services**

**MOVED** by Councillor Henderson, **SECONDED** by Councillor Seu, THAT the Board approves policy BPL028 Procurement of Goods and Services as presented.

**CARRIED**

**13. Report to the Belleville Public Library Board 25\_09 Award of contract for security guard services 2025-2027**

**MOVED** by G. Fraiberg, **SECONDED** by M. Roberts, THAT the Board approves the award of the contract for security guard services at Belleville Public Library from 1 August 2025 to 31 July 2027 to Blackbird Security Inc., after the scoring and evaluation of all proposals received to Request for Proposal P-04-25 Supply of Security Services for Belleville Public Library Board were completed, being the bidder with the highest evaluation score, as recommended by the CEO and the Project Evaluation Team, for a total cost of \$173,902.50 plus HST, as submitted in their RFP submission dated 9 April 2025. **CARRIED**

**14. 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

**MOVED** by R. Ingersoll, **SECONDED** by Councillor Seu, THAT the Board enter into In Camera Session. **CARRIED**

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

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

**16. Other business:**

**17. Next meeting September 16, 2025**

**Adjournment:** The meeting was adjourned at 6:51 p.m. on a motion by G. Fraiberg.

June 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
89	123	408	866	-53%	1,239	1,304	7,687	7,681	0%
Inter-library loans - borrowed					Kanopy				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
42	91	418	562	-26%	290	279	1,744	1,734	1%
3D Prints					Overdrive - eBooks				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
5	4	46	35	31%	3,431	3,545	18,030	22,793	-21%
All ages - CD audiobooks					Overdrive - audiobooks				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
292	273	1,550	1,523	2%	1,719	1,727	10,539	11,278	-7%
Hotspot Loans					Overdrive - Magazines				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
59	47	349	164	113%	1,540	1,075	9,522	7,625	25%
Adult - DVD					MediciTV				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
2,419	2,837	16,064	18,754	-14%	27	43	432	391	10%
Children - DVD					Total digital circulation				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
555	355	3,264	2,734	19%	8,246	7,973	47,954	51,502	-7%
Adult and teen - print					TOTAL CIRCULATION				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
14,006	13,697	84,071	83,444	1%	34,847	33,633	211,184	211,454	0%
Children - print					Percentage of total circulation (%)				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
9,270	8,451	57,932	53,333	9%	77%	23%	76%	24%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
3,886	280	710	2,884	1510	2,896	3,098	18,118	18,055	0%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
5,866	1,772	923	117	213	2,728	2,487	16,304	15,995	2%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
198	22	115	91	1554	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	1,218	1,014	7,630	6,826	12%
682	1232	474	655	92	Overdue notices				
Total physical circulation					June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	191	164	1,140	1,026	11%
26,601	25,660	163,230	159,952	2%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
7	7	40	58	-31%	11,982	10,926	74,537	72,327	3%
Attendance					Class visits Library				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
172	130	911	940	-3%	2	6	41	28	46%
Number of gallery opening receptions					Attendance				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
1	2	9	8	13%	65	382	1,580	1,068	48%
Attendance					Class visits Gallery				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
55	40	581	461	26%	2	2	21	13	62%
Children's Programs					Attendance				
Number of programs / events					June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change					
12	11	122	117	4%	64	87	866	503	72%
Attendance					Number of Visiting Library Service visits				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
247	312	3,428	4,068	-16%	34	40	208	255	-18%
Teen Programs					New registrations				
Number of programs / events					June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change					
2	2	20	18	11%	160	156	1,093	1,092	0%
Attendance					Virtual Branch				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	Website visits				
38	39	375	376	0%	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
					21,335	16,788	126,864	110,552	15%
Adult Programs					# of Social media followers				
Number of programs / events					June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change					
28	20	169	153	10%	6,759	6,959	6,759	6,959	-3%
Attendance					Research and Learning				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	Electronic resource usage				
344	303	2,153	2,320	-7%	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
					52	0	229	80	44
Total number of programs / events									
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
50	42	360	354	2%	17	22	0		
Total attendance					Total Electronic resource usage				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
856	824	7,448	8,165	-9%	444	1,308	3,676	7,345	-50%
					Research requests and ask-a-librarian				
June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change	June 2025	June 2024	2025 YTD	2024 YTD	YTD % Change
					76	48	426	452	-6%

July 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
134	160	542	1,026	-47%	1,271	1,309	8,958	8,990	0%
Inter-library loans - borrowed					Kanopy				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
83	111	501	673	-26%	274	291	2,018	2,025	0%
3D Prints					Overdrive - eBooks				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
6	4	52	39	33%	3,907	3,803	21,937	26,596	-18%
All ages - CD audiobooks					Overdrive - audiobooks				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
351	336	1,901	1,859	2%	1,957	1,806	12,496	13,084	-4%
Hotspot Loans					Overdrive Magazines				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
51	42	400	206	94%	1,507	1,079	11,029	8,704	27%
Adult - DVD					MediciTV				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
2,423	3,290	18,487	22,044	-16%	15	26	447	417	7%
Children - DVD					Total digital circulation				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
781	635	4,045	3,369	20%	8,931	8,314	56,885	59,816	-5%
Adult and teen - print					TOTAL CIRCULATION				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
15,283	16,046	99,354	99,490	0%	40,393	41,421	251,577	252,875	-1%
Children - print					Percentage of total circulation (%)				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
12,573	12,758	70,505	66,091	7%	77%	23%	76%	24%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
5,539	335	934	3,679	2086	3,526	3,235	21,644	21,290	2%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
6,424	1,950	1010	143	202	3,051	3,001	19,355	18,996	2%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
201	25	161	143	1508	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
					1,260	1,339	8,890	8,165	9%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
682	1274	624	814	122	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
Total physical circulation					172	158	1,312	1,184	11%
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change					
31,462	33,107	194,692	193,059	1%					



Gallery Programs					General				
Number of programs / events					Patrons entering building				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
3	5	43	63	-32%	12,779	12,068	87,316	84,395	3%
Attendance					Class visits Library				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
173	95	1,084	1,035	5%	2	2	43	30	43%
Number of gallery opening receptions					Attendance				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
2	1	11	9	22%	84	50	1,664	1,118	49%
Attendance					Class visits Gallery				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
110	50	691	511	35%	1	1	22	14	57%
Children's Programs					Attendance				
Number of programs / events					July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	46	24	912	527	73%
46	44	168	161	4%					
Attendance					Number of Visiting Library Service visits				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
1,841	1,837	5,269	5,905	-11%	34	40	242	295	-18%
Teen Programs					New registrations				
Number of programs / events					July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	211	206	1,304	1,298	0%
5	4	25	22	14%	Virtual Branch				
Attendance					Website visits				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
98	47	473	423	12%	22,766	18,603	149,630	129,155	16%
Adult Programs					# of Social media followers				
Number of programs / events					July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	6,800	6,993	6,800	6,993	-3%
27	21	196	174	13%	Research and Learning				
Attendance					Electronic resource usage				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
257	264	2,410	2,584	-7%	37	0	543	20	0
Total number of programs / events									
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
83	75	443	429	3%	22	43	0		
Total attendance					Total Electronic resource usage				
July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change	July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
2,479	2,293	9,927	10,458	-5%	665	1,255	4,341	8,600	-50%
					Research requests and ask-a-librarian				
					July 2025	July 2024	2025 YTD	2024 YTD	YTD % Change
					63	50	489	502	-3%

August 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
58	178	600	1,204	-50%	1,304	1,353	10,262	10,343	-1%
Inter-library loans - borrowed					Kanopy				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
42	83	543	756	-28%	225	278	2,243	2,303	-3%
3D Prints					Overdrive - eBooks				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
3	3	55	42	31%	3,869	3,690	25,806	30,286	-15%
All ages - CD audiobooks					Overdrive - audiobooks				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
352	270	2,253	2,129	6%	1,952	1,800	14,448	14,884	-3%
Hotspot Loans					Overdrive - Magazines				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
47	42	447	248	80%	1,644	1,103	12,673	9,807	29%
Adult - DVD					MediciTV				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
2,510	3,235	20,997	25,279	-17%	87	44	534	461	16%
Children - DVD					Total digital circulation				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
619	592	4,664	3,961	18%	9,081	8,268	65,966	68,084	-3%
Adult and teen - print					TOTAL CIRCULATION				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
14,674	15,089	114,028	114,579	0%	38,181	38,930	289,758	291,805	-1%
Children - print					Percentage of total circulation (%)				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
10,898	11,434	81,403	77,525	5%	77%	23%	77%	23%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
4,749	219	881	3,311	1738	3,171	3,324	24,815	24,614	1%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
6,306	1,707	1013	133	224	2,605	2,883	21,960	21,879	0%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
242	16	143	131	1589	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
					1,212	1,220	10,102	9,385	8%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
640	1183	514	713	120	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
Total physical circulation					231	175	1,543	1,359	14%
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change					
29,100	30,662	223,792	223,721	0%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
3	3	46	66	-30%	11,130	12,153	98,446	96,548	2%
Attendance					Class visits Library				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
103	112	1,187	1,147	3%	1	2	44	32	38%
Number of gallery opening receptions					Attendance				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
0	0	11	9	22%	36	29	1,700	1,147	48%
Attendance					Class visits Gallery				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
0	0	691	511	35%	0	2	22	16	38%
Children's Programs					Attendance				
Number of programs / events					August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	0	27	912	554	65%
25	20	193	181	7%					
Attendance					Number of Visiting Library Service visits				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
861	725	6,130	6,630	-8%	35	39	277	334	-17%
Teen Programs					New registrations				
Number of programs / events					August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	178	182	1,482	1,480	0%
1	4	26	26	0%	Virtual Branch				
Attendance					Website visits				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
10	53	483	476	1%	20,537	18,249	170,167	147,404	15%
Adult Programs					# of Social media followers				
Number of programs / events					August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	6,840	7,029	6,840	7,029	-3%
22	20	218	194	12%	Research and Learning				
Attendance					Electronic resource usage				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
214	324	2,624	2,908	-10%	28	1	555	134	3
Total number of programs / events									
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
51	47	494	476	4%	11	31	1		
Total attendance					Total Electronic resource usage				
August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change	August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
1,188	1,214	11,115	11,672	-5%	764	1,687	5,105	10,287	-50%
					Research requests and ask-a-librarian				
					August 2025	August 2024	2025 YTD	2024 YTD	YTD % Change
					72	60	561	562	0%

Media Coverage  
June to August 2025

Library Line	Celebrating fathers through stories - Jonathan Powell, Librarian Coordinator	Intelligencer Online	June 5, 2025
		Intelligencer	June 10, 2025
	Summer reading for all at Belleville Public Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	June 12, 2025
		Intelligencer	June 17, 2025
	What's happening at the Parrott Gallery - Wendy Rayson-Kerr, Gallery Curator	Intelligencer Online	June 19, 2025
		Intelligencer	June 24, 2025
	Discover free popular audiobooks at Belleville Public Library and John M. Parrott Art Gallery - Shantal Macarthur, Library Assistant	Intelligencer Online	June 26, 2025
		Intelligencer	June 28, 2025
	Stories that move: Novels fueled by the open road - Jonathan Powell, Librarian Coordinator	Intelligencer Online	July 3, 2025
	Focus on Tibet - Trevor Pross, CEO	Intelligencer Online	July 10, 2025
	Summer reading fun continues at Belleville Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	July 16, 2025
		Intelligencer	July 22, 2025
	Summer at the John M. Parrott Art Gallery: What are you waiting for? - Wendy Rayson-Kerr, Gallery Curator	Intelligencer Online	July 24, 2025
		Intelligencer	July 29, 2025
	Rooted in Story: Novels with nature as a character - Jonathan Powell, Librarian Coordinator	Intelligencer Online	July 31, 2025
		Intelligencer	August 5, 2025
	Fun in the sun reads - Ann Nicol, Library Assistant	Intelligencer Online	August 7, 2025
		Intelligencer	August 12, 2025
	No time to read? We've got books for that! - Richard Sleightholm, Librarian Coordinator	Intelligencer Online	August 14, 2025
		Intelligencer	August 19, 2025
	Romantasy a new genre in the literary scene - Shantal Macarthur, Library Assistant	Intelligencer Online	August 21, 2025
		Intelligencer	August 23, 2025
	Take part in fall programs at Belleville Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	August 28, 2025
		Intelligencer	August 30, 2025

Articles	Belleville Public Library celebrates Pride Month - Jenny Pust, Librarian Coordinator	Intelligencer Online	June 6, 2025
		Intelligencer	June 7, 2025
	Image: Carpe Diem performs - Jack Evans	Intelligencer	June 17, 2025
	Online headline: Organizers of Gaza event challenge Belleville library board's rental policy - Luke Hendry	Intelligencer Online	June 18, 2025
	Print headline: Gaza event fallout: group challenges Belleville Public Library policy	Intelligencer	June 19, 2025
	Helping people connect with their past - Victor Schukov	Intelligencer Online	July 7, 2025
		Intelligencer	July 8, 2025
	Belleville Public Library receives cultural community profiles for local history collection	Intelligencer Online	July 17, 2025
		Intelligencer	July 19, 2025
	Belleville police chief issues warning about man with violent history	Intelligencer Online	July 30, 2025
		Intelligencer	August 2, 2025
	New venue and new acts announced for Belleville Downtown Blues Festival	Intelligencer Online	August 4, 2025
		Intelligencer	August 5, 2025
	Belleville, Quinte West cooling centres open through August 11	Intelligencer Online	August 4, 2025
		Intelligencer	August 5, 2025

## Library Detail - Monthly

Date : Sep 03, 2025

Time : 11:19 am



For Period Ending 31-Aug-2025

	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
<b>LIBRARY FUND</b>						
<b>REVENUE</b>						
<b>REVENUE</b>						
<b>Revenue Details</b>						
MUNICIPAL GRANTS	-2,776,000.00	-1,849,000.00	-927,000.00	66.61	-1,768,000.00	-2,663,972.90
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-8,043.80	-85,956.20	8.56	-6,728.80	-108,219.28
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-46,500.00	-30,438.09	-16,061.91	65.46	-30,174.00	-45,570.28
DONATIONS REVENUE	-6,000.00	-4,072.82	-1,927.18	67.88	-4,346.16	-29,647.71
INVESTMENT INCOME	-30,000.00	-21,098.68	-8,901.32	70.33	-26,082.76	-37,130.85
OTHER REVENUE	-88,000.00	-39,838.31	-48,161.69	45.27	-38,679.71	-90,892.12
SALES OF GOODS	-500.00	-134.83	-365.17	26.97	-106.32	-212.40
RESERVE FUND TRANSFERS	-30,000.00	0.00	-30,000.00	0.00	0.00	-38,295.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	-2,470.09
<b>Total Revenue Details</b>	<b>-3,072,000.00</b>	<b>-1,952,626.53</b>	<b>-1,119,373.47</b>	<b>63.56</b>	<b>-1,874,117.75</b>	<b>-3,016,410.63</b>
<b>Total REVENUE</b>	<b>-3,072,000.00</b>	<b>-1,952,626.53</b>	<b>-1,119,373.47</b>	<b>63.56</b>	<b>-1,874,117.75</b>	<b>-3,016,410.63</b>
<b>Total REVENUE</b>	<b>-3,072,000.00</b>	<b>-1,952,626.53</b>	<b>-1,119,373.47</b>	<b>63.56</b>	<b>-1,874,117.75</b>	<b>-3,016,410.63</b>
<b>EXPENDITURES</b>						
<b>EXPENDITURES</b>						
<b>Expenditures Detail</b>						
LIBRARY LABOUR - REGULAR	2,302,500.00	1,467,741.82	834,758.18	63.75	1,422,154.67	2,221,737.84
LIBRARY LABOUR - SUMMER	6,500.00	0.00	6,500.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	2,726.40	2,273.60	54.53	6,068.80	7,390.12
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	90,500.00	57,889.37	32,610.63	63.97	60,385.48	5,695.08
LIBRARY MATERIALS - PERIODICALS	3,500.00	1,648.65	1,851.35	47.10	2,364.87	4,709.66
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	18,389.75	13,610.25	57.47	20,375.12	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	71,055.91	39,944.09	64.01	70,369.78	99,396.68
LIBRARY MATERIALS - MICROFILM	5,500.00	4,601.37	898.63	83.66	5,539.05	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	4,935.67	3,064.33	61.70	4,619.76	7,782.74
FACILITY OPERATION	188,000.00	127,882.80	60,117.20	68.02	123,089.68	178,106.19
ADMINISTRATION	236,500.00	137,839.70	98,660.30	58.28	154,591.34	293,702.09
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	0.00	500.00	0.00	0.00	0.00
HASTINET	57,500.00	47,423.72	10,076.28	82.48	58,145.83	64,895.83
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	176,940.49
TRANSFERS TO RESERVES	25,000.00	0.00	25,000.00	0.00	0.00	80,099.42
<b>Total Expenditures Detail</b>	<b>3,072,000.00</b>	<b>1,942,135.16</b>	<b>1,129,864.84</b>	<b>63.22</b>	<b>1,927,704.38</b>	<b>3,142,872.94</b>

Library Detail - Monthly

For Period Ending 31-Aug-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,072,000.00	1,942,135.16	1,129,864.84	63.22	1,927,704.38	3,142,872.94
Total EXPENDITURES	3,072,000.00	1,942,135.16	1,129,864.84	63.22	1,927,704.38	3,142,872.94
Surplus/Deficit	0.00	-10,491.37	10,491.37	0.00	53,586.63	126,462.31
Total LIBRARY FUND	0.00	-10,491.37	10,491.37	0.00	53,586.63	126,462.31
Total Surplus (-)/Deficit	0.00	-10,491.37	10,491.37	0.00	53,586.63	126,462.31

## **Policy approval: Revised Policy BPL011 Hiring and Orientation of New Employees**

**Trevor Pross**

**September 2025**

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### **Suggested motion:**

THAT the Board approves revised policy BPL011 Hiring and Orientation of New Employees as presented.

-or with the following additions or amendments-

### **Background:**

The following policy for approval has been revised to conform with the legal requirement for Library Boards to have a policy on hiring practices. Previously the policy focussed on training and orientation only.



### **LIBRARY POLICY**

**Policy Title: HIRING AND ORIENTATION OF NEW EMPLOYEES**

**Date of Last Review:**

**Policy Type: Board – Human Resources**

**Approved: September 2025**

**Policy Number: BPL011**

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To achieve its mission, the Belleville Public Library Board ("The Board") seeks to hire the most qualified employees possible, based on individual merit and ability. The Board attempts to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace.



## **Job Descriptions**

1. A current job description is maintained for each position. The job description includes:
  - a. duties, tasks and responsibilities of the position
  - b. competencies/experience/education required to do the work
  - c. reporting relationship
2. Job descriptions are reviewed periodically to ensure that they are aligned with the mission and goals of the Board and that they accurately reflect the work being done.
3. Changes to the written job description may trigger a job evaluation review using the job evaluation framework established in the library's Pay Equity Plan. The job evaluation review may change the compensation rate for a job.

## **Recruitment Procedures and Selection**

1. To be eligible to work for the Board, an applicant must have the following:
  - a. a valid social insurance number
  - b. Canadian citizenship, permanent resident status or valid work permit, and
  - c. qualifications outlined in the job posting
2. Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of pardoned offences, marital status, family status or disability.
3. At all stages of the recruitment process, as outlined in the Accessibility for Ontarians with Disabilities Act (AODA) legislation, the library will make clear that accommodations are available upon request for applicants with disabilities.

4. Any position involving work with vulnerable people using library services, including children, youth, and users with disabilities also requires a vulnerable sector check obtained from the local police services. The presence of any conviction indicating behaviour that may put at risk the safety of library users would disqualify a candidate from working for the library.
5. The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodation is available upon request to enable individuals with disabilities to perform the essential functions of a job.
6. When posting vacancies, creating new positions, or recruiting new employees, Administration staff will follow all requirements of the current Collective Agreement with CUPE Local 907 (Library Workers). Communication between Union leaders and Management will be ongoing and aimed at ensuring compliance with the Collective Agreement and good labour relations.
7. When a new position is created or when a vacancy is to be filled, the position is posted on the library's website. The position may also be advertised in the newspaper and/or posted to online library job boards (e.g. Partnership Job Board). Any postings will include the key areas of responsibilities, qualifications, hours of work, deadline for applications, pay rate, and information about whether the position is full-time or part-time, and whether the position is temporary or permanent.
8. The library will ensure that employees or potential candidates with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.
9. Criteria used to select the appropriate individual will be documented and applied consistently. The selection may also include testing of skills that are required for the job.
10. At least two references will be contacted for the preferred candidate as part of the vetting process for hiring new employees.

11. When a position is offered to a candidate, a letter of employment outlining the working relationship between the individual and the Board will be issued. The letter of employment will detail the position title, department, number of hours per pay period, rate of pay, vacation pay, information on benefits, and whether or not the position is temporary or permanent. The letter may also include details or policy excerpts relating to the accommodation of employees with disabilities. The letter of employment is signed by the employee and returned to the library before the commencement of work. Once the signed letter of employment has been received by Administration, other candidates interviewed are advised of the decision and thanked for their interest.
12. Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for two (2) years. An individual making inquiries regarding their unsuccessful application will be given information on how they were assessed and any advice on future applications.

### **Employment of Family Members**

1. Immediate relatives of existing employees or Board Trustees may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship, or during the hiring process.
2. An employee will not serve under the direct supervision of a relative.
3. An immediate relative includes a spouse (including common-law spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and step-relatives.
4. Summer employment for the children of employees is acceptable if there is no direct reporting relationship.

## **Probation**

1. All new employees will have a probationary period as outlined by the Collective Agreement.
2. A probation period will allow for assessment, by both the incumbent and the CEO/supervisor, of the suitability of the employee for the new role.

## **Role of the new employee**

1. The new employee has the responsibility to arrive at work on time, work diligently, ask questions when they arise, know and follow the Occupational Health and Safety Act, inform the supervisor of any confusion or concerns, and to follow the policies and guidelines of the Belleville Public Library Board and Administration.

## **Orientation and training**

1. In the interest of promoting good Health and Safety practices, sound working relationships and to build the proper foundation for solid skills and work practices, all new employees shall go through a formal orientation and training process upon their initial hire. Depending on their position, department and skill level, the orientation process may be modified to suit the individual employee or for accessibility purposes.
2. All new employees shall receive an orientation package that contains their job description, copies of key Board policies, a staff list of names and extension numbers, an organizational chart, emergency contact information, name tag, door access swipe card, any keys they will need, schedule, and any other documents that may be helpful for their department. This package shall be prepared by the department supervisor with assistance from Administration.
3. The orientation of new employees must be documented by the department supervisor using the orientation and training checklist (**Appendix A**), with signed copies being retained on file in the Administration office, in the department supervisor's office and with the employee.

## **Role of the supervisor**

1. The new employee's supervisor will be primarily responsible for the orientation of the new employee and monitoring the progress of the new employee. The supervisor shall prepare a training schedule and orientation plan prior to the new employee's start date.
2. Whenever possible, the supervisor should be at work on the start date to take charge of the orientation process from the employee's first day of work. An important aspect of the training and orientation process is providing instruction on sound health and safety work practices, reviewing the Fire Safety Plan with the new employee and ensuring the employee follows all health and safety policies and legislation.
3. The supervisor will introduce the new employee to their Union Steward or representative who will meet with the employee to provide a copy of the Collective Agreement and discuss any questions they may have.

## **Timelines**

1. The supervisor must ensure that the new employee has the time needed before they start their regular duties, in order for them to read through the orientation package, learn the various skills and procedures necessary for the position, tour the building and be introduced to the other employees in the Library and Gallery.
2. Generally, the orientation process will take one week for full-time employees or two weeks for part-time employees, but more time should be taken if needed.

## **Health and Safety**

1. All employees of the Belleville Public Library and John M. Parrott Gallery have a responsibility to follow all health and safety requirements at all times and to follow all provincial and federal health and safety legislation. The new employee must understand their responsibility to report any unsafe working conditions or practices immediately to the department supervisor.

2. The new employee must also understand that they have the right to refuse unsafe work, the right to be informed of any workplace hazards or safety concerns, and the right to participate in the general pursuit of a healthy and safe workplace.
3. Health and Safety Orientation will be conducted and documented using the Health and Safety Orientation Checklist (**Appendix B**).

### **Accessibility**

All employees will be trained to provide accessible customer service as per the requirements of the Accessibility for Ontarians Act (AODA). New employees will be provided with accessibility training on work relevant to staff duties, training on providing accessible customer service, and training on the Ontario Human Rights Code as it relates to persons with disabilities.

### **Follow-up after orientation**

It is the responsibility of the department supervisor, the Manager of Public Service, and the CEO to follow up after a new employee starts working in the new position to ensure that the orientation process has been completed and documented. Inquiries and interviews of supervisors, other staff, and the employee will be made at various times during the probationary period of the new employee, along with appropriate assessment of the employee's performance. Any concerns about an employee's training or job performance will be shared with the employee in a timely and constructive manner.

Training will be completed again for all staff when policies or procedures change.

### **Refresher training**

All employees will receive Health and Safety refresher training every 2 years, completing the same checklist for training as new employees (**Appendix B**).

## **Appendix A: Orientation and training checklist for new employees**

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### **General orientation and training**

- ☐ Introduction to supervisor, CEO, and all available staff
- ☐ Tour of Admin: staff bulletin boards, admin mail slots, posted master schedule, lunch room
- ☐ Tour of Department: location of keys, fire exits, etc
- ☐ Tour of Collection: locations of different collections
- ☐ Department specific orientation
- ☐ Orientation package including keys, extension list, opening and lockup procedures, emergency contact card, Safe at Work Pledge
- ☐ Email address assigned and training completed on email system
- ☐ Computer systems – dept. specific, logging on, saving files, locating files
- ☐ Circulation and reference – Using Workflows, IPAC, Vadim
- ☐ Electronic resources, digital platforms, and Virtual Branch services
- ☐ Introduction to Gallery services
- ☐ Customer feedback forms
- ☐ Media relations
- ☐ Employment Standards Act “What you need to know” poster provided  
<https://files.ontario.ca/mltsd-employment-standards-poster-en-2020-09-08.pdf>
- ☐ In charge person / chain of command
- ☐ Introduction to Union Steward and Collective Agreement

### **Human resources**

- ☐ Enrolment in OMERS pension plan (optional for other-than-full-time employees)
- ☐ Option to enroll in Manulife benefits plan (PT)
- ☐ Scheduling: vacation allotment, sick days, family leave, schedule change procedures/forms
- ☐ Absence reporting
- ☐ Inclement weather
- ☐ Procedures for leaving work early due to illness, emergency or weather

## **Accessibility**

- ☐ Accessibility training specific to individuals and their duties / roles in the organization.
- ☐ Learn about accessible formats / content in our borrowing collections (digital / physical)
- ☐ Accessible Customer Service training completed and documented  
<https://accessforward.ca/>
- ☐ Human Rights Code training for Accessibility for Ontarians with Disabilities Act  
<http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

## **Customer Service training:**

- ☐ Niche Academy: Librarians Guide to Homelessness Training
- ☐ Dealing with Angry Customers - Abusive Language  
<https://www.youtube.com/watch?v=0eSmZxdDZGI>
- ☐ Customer Service Training: Never Argue  
<https://www.youtube.com/watch?v=Z9uC8aF-RCw>
- ☐ How to Handle Rude Customers Listen and Understand  
<https://www.youtube.com/watch?v=jZlxxm2xpm4>

## **Orientation Completion Checklist and Sign-Off**

By signing this I am agreeing that I received the above outlined training and understand my rights and responsibilities during my employment at Belleville Public Library and John M. Parrott Art Gallery.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature



**CEO will follow up and review training 2-4 weeks after initial orientation is completed.**

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CEO Signature

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Date of follow up

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## **Appendix B: Health and Safety Orientation Checklist**

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All employees of Belleville Public Library Board must work in a safe manner and follow the requirements of the Occupational Health and Safety Act (OHSA).

The following will be reviewed:

- ☐ **A Guide to the Occupational Health and Safety Act**  
<http://www.labour.gov.on.ca/english/hs/pubs/ohsa/index.php>

### **Rights and Responsibilities:**

**All employees have a general duty to take responsibility for personal health and safety.**

**Employees should not behave or operate equipment in a way that would endanger themselves or others.**

**All workers have the following rights and responsibilities:**

- ☐ **The Right to Know** any job-related hazards, how the hazards could harm the worker, and how to control any hazards that exist (i.e. wear protective equipment).
- ☐ **The Right to Refuse Unsafe Work** (must tell the employer so it can be investigated).
- ☐ **The Right to Participate** by asking questions, being involved with health and safety, making recommendations to improve safety, reading the minutes of the Joint Health and Safety Committee, etc.

**Employees must:**

- ☐ Work in compliance with the Act and regulations;
- ☐ Use any equipment, protective devices or clothing required by the employer;
- ☐ Tell the employer or supervisor about any known missing or defective equipment or protective device that may be dangerous;
- ☐ Report any known workplace hazard or violation of the Act to their supervisor;
- ☐ Not remove or make ineffective any protective device required by the employer or by regulation.

**Health and Safety**

- ☐ Department specific Health and Safety procedures and considerations
- ☐ Health and Safety bulletin board location and review
- ☐ General duties of the Joint Health and Safety Committee
- ☐ Members of the Joint Health and Safety Committee
- ☐ Workplace Hazardous Material Information System (WHMIS) Review and Location of Material Safety Data Sheet (MSDS) Binders

### **In Case of Emergency**

- ☐ Tour of building: locations of all fire exits, fire alarms, fire extinguishers
- ☐ Locations of all First Aid Kits
- ☐ Staff on site with current First Aid training
- ☐ Procedures for dealing with an accident or medical emergency
- ☐ Dealing with difficult patrons, incident report procedures
- ☐ Review Security Training notes
- ☐ Review of Fire Plan
- ☐ Lockdown (LD), Shelter in Place (SIP) procedures, general security overview
- ☐ Emergency closing procedures and emergency contact information

### **Review of key policies:**

- ☐ Workplace Violence Prevention
- ☐ Health and Safety
- ☐ Harassment and Discrimination
- ☐ Fire Safety Plan
- ☐ Accessibility Policy
- ☐ Cash Handling Policy (Attach sign-off sheet to orientation package)
- ☐ Dress code including appropriate footwear
- ☐ Unattended Children Policy

### **Resources:**

- ☐ Online Health and Safety Awareness Training for Workers  
[www.labour.gov.on.ca/english/hs/training/workers.php](http://www.labour.gov.on.ca/english/hs/training/workers.php) (print certificate)
- ☐ Online Health and Safety Awareness Training for Supervisors  
(Completed by Supervisors, Coordinators, Librarians, Library Assistant II and Maintenance positions.) [www.labour.gov.on.ca/english/hs/training/supervisors.php](http://www.labour.gov.on.ca/english/hs/training/supervisors.php) (print certificate)

### **Health and Safety Orientation Completion Sign-Off**

By signing this, I affirm that I received the above outlined Health and Safety Training and Orientation, and that I understand my rights and responsibilities during my employment at Belleville Public Library and John M. Parrott Art Gallery. I am committed to maintaining a safe environment and following all requirements outlined in the Occupational Health and Safety Act.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Policy approved by the Belleville Public Library Board: 16 September 2025**

Signature of Board Chair:

\_\_\_\_\_

Date: 16 September 2025

Signature of Chief Executive Officer:

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Date: 16 September 2025

# **Report to the Belleville Public Library Board 25\_10: Revision of Library Board Bylaws**

Trevor Pross

September 2025

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## **Suggested Resolution:**

THAT the Board approves the revised Bylaws as presented.

--or with the following additions or amendments—

## **Background**

The Bylaws have been revised to include information / procedures and rules around conduct and decorum (Article 6) and deputations (Article 7).

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## **THE BY-LAWS of the BELLEVILLE PUBLIC LIBRARY BOARD**

[Revision: September 2025]

## **ARTICLE 1**

### **INAUGURATION**

- (a) The Belleville Public Library Board, hereinafter called the Board, is constituted and governed by the provisions of the Public Libraries Act of the Province of Ontario and Regulations made under this Act.
- (b) The organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.
- (c) The Board shall have a Corporate seal, an impression of which is imprinted in the margin hereof. This seal shall be affixed under the direction of the Board to all deeds, contracts, documents or instruments requiring the seal, the impression of which shall be attested by the signatures of the Chairperson and the Secretary of the Board, or by such other members of the Board as the Board shall direct.

## **ARTICLE 2**

### **BOARD OFFICE**

The office of the Board shall be at the Belleville Public Library, 254 Pinnacle Street, Belleville, Ontario K8N 3B1.

## **ARTICLE 3**

### **ELECTIONS AND APPOINTMENTS**

(a) At the first meeting of a new term of the Library Board following a municipal election, and at the first meeting of the third year of the term, the Board shall elect the Officers of the Board from its members.

(b) The Officers of the Board shall be: the Chairperson, Vice-Chairperson, and the Chairperson of the Finance Committee. The term of office for the Officers of the Board shall be two years.

(c) If any Officer of the Board resigns, retires, or is dismissed during his/her term, the Board must elect a replacement Trustee to the vacated positions at its first Regular Meeting thereafter.

(d) Election of the Chairperson and Vice-Chairperson and Chairperson of the Finance Committee shall be by written nomination and vote by secret ballot at the request of any member.

(e) The CEO shall preside during the election of the Chairperson.

(f) The Chairperson and the Secretary, subject to approval by the Board, shall appoint members to all Board Committees, appoint the Chairperson of all committees except the Finance Committee, and appoint the Board's representative(s) to the Hastinet Board, the OLS Trustee Council and other organizations as required.

(g) The Chairperson shall preside at all meetings of the Board, shall be a voting member of the Hastinet Board and an ex-officio member of all Board committees, and shall be notified of all committee meetings. The Chairperson shall vote only to break a tie vote.

(h) The Vice-Chairperson shall, in the absence of the Chairperson, perform all the Chairperson's duties. In the absence of the Vice-Chairperson, these duties shall be performed by such other member of the Board as may be appointed for the purpose.

(i) In the event of a vacancy on the Board occurring, the Secretary, upon instructions from the Board, shall advise the appointing Belleville City Council with a request that a new member be appointed to fill the vacancy under the conditions put forth in the Public Libraries Act.

(j) The Board shall appoint a Chief Executive Officer, who shall serve as Chief Librarian and Secretary/Treasurer of the Library Board and the Hastinet Board. The Board shall, based on the recommendation of the CEO, appoint an assistant-director of library services, hereinafter referred to as the Manager of Public Service.

## **ARTICLE 4**

### **CONDUCT OF BUSINESS**

(a) The Board shall hold regular meetings at the Library or at such other place as may be agreed upon by resolution of the Board; the schedule for which shall be determined by the Board in compliance with the Public Libraries Act

(b) Written notice of all regular meetings together with the proposed agenda and the minutes of the immediately preceding regular meeting and subsequent special meetings, shall be delivered to each member at least four days in advance of such meetings.

(c) The order of business to be conducted at the Regular Meetings of the Board shall be:

- (1) Call to order
- (2) Declarations of Interest by Board Members
- (3) Deputations from the Public
- (4) Minutes and Business arising from the minutes
- (5) Financial Report
- (6) Correspondence
- (7) New Business
- (8) Informational reports (i.e. Confirmed Events; Statistics; Personnel)
- (9) Other business
- (10) Committee-of-the-Whole
- (11) Adjournment.

(d) At the meeting during which Officers are elected, as per Article 3, the following shall be inserted into the order of business following the call to order:

- (1) Communications regarding appointments of members of the Board
- (2) Election of Officers
- (3) Consultation regarding Committees

(e) Special Meetings of the Board may be held at any time at the call of the Chairperson or on written request of any two members of the Board. Members shall receive written notice at least two days prior to every Special Meeting and such notice shall state the specific purpose of the meetings and detail all business to be transacted or considered therein.

(f) Except for Article 3 (d), if requested by any member, voting at all meetings of the Board and of any of its component bodies shall be by show of hands unless a recorded vote or a vote by ballot is demanded by the majority of the members present. Each member shall be entitled to one vote.

(g) The Minutes of the regular and Special Board meetings shall be considered public documents.

## **ARTICLE 5**

### **QUORUM - BOARD MEETINGS**

(a) A majority of members of the Board shall constitute a quorum at any meeting of the Board. If a quorum is not present within thirty minutes after the hour for which any meeting of the Board has been called, the Secretary shall record the names of such members as are present and the Board shall stand adjourned.

(b) The Secretary shall be notified by any Board members in the event of anticipated absence from a meeting, and if the Secretary is so notified by a majority of the members of the Board, then he/she shall notify all members of the Board that the meeting is cancelled.

## **ARTICLE 6** **\*\*new\*\***

### **CONDUCT and DECORUM**

(a) All Board members (Trustees) shall conduct themselves with respect and proper decorum and follow the Rules of Conduct as laid out in Policy BPL001 Rules of Conduct.

(b) No Trustee shall speak until recognized by the Presiding Officer.

(c) No Trustee shall:

(i) use offensive words or un-parliamentary language in or against any Trustee or to speak disrespectfully of any Trustee, of the Reigning Sovereign, or of the Governor-General, the Lieutenant-Governor of any Province, or any Member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario; or the Council of the City of Belleville;

(ii) speak on any subject other than the subject in debate;



(iii) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;

(iv) disobey the rulings of the Presiding Officer or of the Board on questions respecting the interpretation or application of the Bylaws.

(d) When the Presiding Officer is putting a question to a vote, no Trustee shall leave or make a disturbance.

(e) The Presiding Officer, where a warning or ruling has not been heeded, may expel any Trustee or person from the meeting place for contravening the Rules of Conduct, the Board Bylaws, or for other improper conduct at the meeting.

(f) Where the expulsion applies to a Trustee, that Trustee shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling of expulsion.

(i) If no Trustee appeals, the ruling of the Presiding Officer shall be final;

(ii) If any Trustee appeals the Presiding Officer's ruling on expulsion to the Board, the Trustee shall have the right to give reasons for the appeal, following which the Presiding Officer shall have the right to reply with reasons, and the Board shall decide the question: "That the decision of the Chair be sustained." Without further debate, the decision of the Board shall be final.

## **ARTICLE 7**    **\*\*new\*\***

### **DEPUTATIONS**

(a) Persons desiring to be included on the meeting agenda as a Deputation shall contact the Board Chair, or the CEO or designate no later than 5:00 p.m. seven business days preceding the date of the next regular Board meeting to request to be listed on the meeting agenda as a Deputation. Failure for a person to provide such materials by the deadline will not be authorized to make a Deputation to the Board.

(b) The Board Chair and the CEO shall review all deputations, including materials and presentations, as part of the Agenda setting process.

(c) The Board Chair or their designate shall have the authority to approve or deny all deputation requests.

(d) The number of persons appearing as a Deputation at a Regular Board meeting shall be limited to no more than three (3) in an effort to ensure that the business of the Board can be carried out in an efficient and effective manner.

(e) Persons wishing to appear as a Deputation and who are not listed on the meeting agenda may appear as a Deputation with support from the majority of the Trustees present.

(f) Persons appearing as a Deputation shall be limited to a maximum of 10 minutes speaking time, and where a Deputation consists of more than one person, all persons combined shall be limited to a maximum of 10 minutes speaking time, but the Board may, by resolution, grant permission to any Deputation to speak for longer than 10 minutes.

(g) During or following a Deputation, Trustees may ask specific questions relating to the presentation for the purpose of clarification without statement or comment.

(h) Following a Deputation, the Board shall adopt a motion:

(i) to receive; or

(ii) to refer to another item listed on the meeting agenda; or

(iii) to refer to a committee or to Board staff for a report; or

(iv) to refer to New Business for consideration.

## **ARTICLE 8**

### **COMMITTEES**

(a) Each member of the Board shall serve on at least one Committee or the Hastinet Board. Each Committee shall have at least a Chairperson and two members. The Committees shall establish suitable meeting dates for the carrying out of their responsibilities.

(b) The Finance Committee shall be responsible for preparing the annual budget estimates for the consideration of the Board, and for controlling the budget and for making any further recommendations to the Board concerning the budget and financial matters during the year.

(c) The Board - Staff Committee shall be responsible for hearing grievances as noted in the Collective Agreement and for making recommendations to the Board concerning personnel and personnel policies.

(d) The Long Range Planning Committee shall be responsible for assessing current and future service needs and planning for appropriate library services. This Committee shall include staff representatives.

(e) Special Committees may be appointed at the discretion of the Board.

(f) The Board may, if deemed expedient, resolve itself into a Committee-of-the-Whole (in camera session) for particular reasons, in compliance with the Municipal Act and the Public Libraries Act. The rules of procedure of the Board shall apply to such a Committee. Only Trustees shall be in attendance at in camera sessions, except that if deemed necessary to the conduct of the business to be considered, the Board may request the attendance of other persons.

(g) The Board shall meet as Committee-of-the-Whole (in camera session) only to consider the following subject matters, as outlined in the Public Libraries Act:

- (i) the security of the property of the board;
  - (ii) personal matters about an identifiable individual;
  - (iii) a proposed or pending acquisition or disposition of land by the board;
  - (iv) labour relations or employee negotiations;
  - (v) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
  - (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (vii) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.
- (h) Minutes will be kept to record any resolutions made during an in camera session, and these minutes will be kept in a locked cabinet in the office of the CEO.
- (i) Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution the fact of the holding of the closed meeting, and the general nature of the matter to be considered at the closed meeting.
- (j) A quorum for all Committees, excepting only the Committee-of-the-Whole, shall consist of a majority of members for that particular committee.
- (k) All Committees shall submit their findings and recommendations in writing to the Board for consideration at a regular or special meeting of the Board, or, if the business for consideration so warrants, the submission may be made for consideration of the Committee-of-the-Whole.
- (l) Where practical a notice of Committee meetings shall be delivered to all Committee members prior to a Committee meeting, together with an agenda comprising all matters so far known to be brought before the Committee.

## **ARTICLE 7 OFFICERS**

(a) The Chief Executive Officer or the Manager of Public Service shall attend all meetings of the Board and of Committees, and shall be responsible for the planning, organizing, staffing, directing, and controlling of all library services under the direction of the Board. The CEO shall prepare reports, or convey reports of other employees, as may be required, and perform such other duties as may from time to time be prescribed by the Board.

(b) As Secretary/Treasurer, the CEO shall be responsible for keeping a permanent record of the meetings of the Board and its Committees and of the Hastinet Board, notifying the members of all meetings, conducting necessary correspondence on behalf of the Board and the Hastinet Board, keeping the financial accounts of the Library and of Hastinet, paying all salaries and accounts, preparing and presenting regular reports of receipts and expenditures, preparing the annual financial report, transmitting to the Board and the Hastinet Board copies of the annual report of the auditor, and providing such other reports and information as the Board may require.

(c) The Manager of Public Service shall, in addition to the head of department duties, assist in the planning, organizing, staffing, directing and controlling of the library services under the management of the CEO, and in the absence of the CEO, shall discharge the duties of that office and shall perform such other duties as from time to time may be assigned.

(d) Expenditures within the amounts provided for in the annual budget, as approved by resolution of the Board, shall be paid upon authorization of the CEO excepting those items that are going to be tendered, as required by the Board.

(e) Bank accounts required for the business of the Board shall be opened in branches of chartered banks by resolution of the Board. All cheques drawn on such bank accounts shall be signed by the authorized signing officers.

## **ARTICLE 8 BY-LAWS**

(a) Amendments to these by-laws may only be made by a two-thirds majority vote at a regular Board meeting, provided that notice of motion shall have been given at the previous meeting.

(b) All points of procedure not covered in these by-laws shall be decided in accordance with the latest edition of Bourinot, J.G. Rules of Order.

## **Report to the Belleville Public Library Board 25\_11: Accession of donated painting to Gallery permanent collection**

Trevor Pross

September 2025

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### **Suggested Resolution:**

THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery's permanent collection, as per the recommendation of the Gallery Curator:

- **Untitled Floral Scenery by Donnah Cameron**

### **Background:**

Any donated artwork valued over \$1,000, or a series / collection of pieces valued together over \$2500, requires Board approval prior to accession into the permanent collection.

This painting was assessed at a value of \$1,000 for insurance / tax receipt purposes. It is in excellent condition, and the artist Donnah Cameron (1951-2006) was local and very involved in the arts in Quinte. She was an important figure in the history of fine arts in Belleville.

