

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
June 17th, 2020

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 17th, 2020 via Zoom Online

Present: Greg Grondin, Chair; Terry Metcalf Vice-Chair; Councillor Joan Rymal; Elizabeth Bourque; Deb Laverty; Councillor Lori Baldwin-Sands; Deanne Feenstra; Peter Thornton;

Staff: Heather Robinson - CEO; Aaron DeVries; Dana Vanzanten; Nadine Poulos; Amber-Lyn Sitland

Absent: Pam Hedden;

Addition to the Agenda - None

Approval of Agenda

20-39 Moved by L. Baldwin-Sands, seconded by D. Laverty that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There were none declared.

Minutes of May 20th, 2020

20-40 Moved by P. Thornton, seconded by E. Bourque that the Minutes of the Meeting of May 20th, 2020 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Management Team Reports

CEO's Report – Received for Information

20-41 Courtyard Project
Moved by T. Metcalf, seconded by D. Laverty that St. Thomas Public Library Board approve the Courtyard Project as presented. It is noted that issuing an RFP for the project will wait until demand for landscaping services decreases in order to avoid overage charges. Naming Opportunities will be discussed with the inclusion of a clause stating that a name will remain for no less than 20 years. Deciduous trees near the building included in the plan will be discussed with the architect R. Koudys in regard to maintenance and roots too near the building. CARRIED.

Manager's Report – Received for information

Fine Forgiveness during the pandemic – Received for information. Fine forgiveness in general will be discussed in September.

Friends – None

Policies & Job Descriptions

20-42 Job Description: Administrative Coordinator
Moved by J. Rymal, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Job Description: Administrative Coordinator as presented. CARRIED

Reports - Standing Committees

Finance

20-43 Revenue and Expenditures May 31st, 2020 Statement
Moved by T. Metcalf, seconded by P. Thornton that St. Thomas Public Library Board approve the May 31st, 2020 Revenue and Expenditure Statement as presented. CARRIED.

Personnel Committee **In Camera Session**

20-44 Moved by J. Rymal, seconded by T. Metcalf that the St. Thomas Public Library Board move, “In Camera” to discuss Personal matters about an identifiable individual. CARRIED.

20-45 Moved by L. Baldwin-Sands, seconded by E. Bourque that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.

Public Relations and Fundraising Committee - None

Southern Ontario Library Service – None

Federation of Ontario Public Libraries – None

Correspondence - None

Health and Safety

Health & Safety Committee Report - None

Other Business - None

Adjournment

20-46 Moved L. Baldwin-Sands, seconded by E. Bourque that the meeting adjourn at 4:55 pm CARRIED.

Next Meeting – September 9th, 2020. (Note date change)

Chair

Secretary