

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
January 15th, 2020

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 15th, 2020 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf Vice-Chair; Councillor Joan Rymal; Pam Hedden; Elizabeth Bourque; Deb Laverty;

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

Regrets: Councillor Lori Baldwin-Sands; Deanne Feenstra; Peter Thornton;

Addition to the Agenda - None

Approval of Agenda

20-01 Moved by P. Hedden, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of December 18th, 2019

20-02 Moved by E. Bourque, seconded by T. Metcalf that the Minutes of the Meeting of December 18th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Presentations

An Analysis of 2019 and Plans for 2020

Management Team Reports

CEO's Report - Received for information

- Discussion around outdoor cameras due to the incident when the lower level window was that was broken. H. Robinson will investigate options and provide estimates for the Board to review.

- H. Robinson had a preliminary meeting with librarians from Fanshawe College, Western University, and area Public Libraries. Librarians from Western and Fanshawe would like to participate in LOMSET meetings

- Window Replacement Capital Project will be starting Monday. It will be a disruptive two month process.

Policies & Job Descriptions

- 20-03 Policy #01-04 Board Meetings
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy #01-04 Board Meetings as presented.
CARRIED

Friends

- Friends Book Sales Report – December 2019 - Received for information.
Friends Liaison Report December 2019 – Received for Information

Reports - Standing Committees

Finance

- 20-04 Revenue and Expenditures December 31st, 2019 Statement (Not Final)
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the Preliminary December 31st, 2019 Revenue and Expenditure Statement as presented. A Final Statement for 2019 will be presented in February 2020 CARRIED.

Personnel Committee In Camera Session

- 20-05 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board move, "In Camera" to discuss Personal matters about an identifiable individual. CARRIED.
- 20-06 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

Public Relations and Fundraising Committee - None

Southern Ontario Library Service – Received for information

Federation of Ontario Public Libraries – None

Correspondence - None

Health and Safety

Health & Safety Committee Report – None.

Other Business - None

Adjournment

- 20-07 Moved by E. Bourque, seconded by P. Hedden that the meeting adjourn at 5:00 pm CARRIED.

Next Meeting: February 19th, 2020

Chair

Secretary