

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
May 20th, 2020

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 20th, 2020 via Zoom Online

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

Regrets: None

Addition to the Agenda - None

Approval of Agenda

20-27 Moved by L. Baldwin-Sands, seconded by E. Bourque that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There were none declared.

Minutes of April 22nd, 2020

20-28 Moved by P. Thornton, seconded by J. Rymal that the Minutes of the Meeting of April 22nd, 2020 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Management Team Reports

CEO's Report - Received for information. Note the cost for Repair to the Mural wall is not an expense due to the mural, but a major maintenance issue for the entire building.

20-29 Auditor Change
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve Scrimgeour and Company as St. Thomas Public Library's Financial Auditor as presented. CARRIED

Annual Statistical Report – Received for information

Manager's Report – Note: Cognitive Care Kits are being created

COVID Contact Report– Received for information

Friends – None

Policies & Job Descriptions

- 20-30 Policy – Rules of Conduct and Trespass
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy Rules of Conduct and Trespass as presented with changes to the word “Belongs” in the first sentence. CARRIED
- 20-31 Policy – Programming
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy Programming as presented. CARRIED
- 20-32 Job Description: Administrative Clerk & Safety/Wellness Coordinator
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Job Description: Administrative Clerk & Safety/Wellness Coordinator as presented. CARRIED
- 20-33 Job Description: Caretaker
Moved by E. Bourque, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Job Description: Caretaker as presented. CARRIED
- 20-34 Job Description: Maintenance Worker
Moved by L. Baldwin-Sands, seconded by P. Thornton that St. Thomas Public Library Board approve the revised Job Description: Administrative Clerk & Safety/Wellness Coordinator as presented. CARRIED
- Update Lifting Restrictions on Libraries – Received for information. Library Management are working out procedures and policies to begin offering curbside pick-ups and accepting returns.

Reports - Standing Committees

Finance

- 20-35 Revenue and Expenditures April 30th, 2020 Statement
Moved by T. Metcalf, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the April 30th, Revenue and Expenditure Statement as presented. CARRIED.

Personnel Committee **In Camera Session**

- 20-36 Moved by L. Baldwin-Sands, seconded by P. Thornton that the St. Thomas Public Library Board move, “In Camera” to discuss Personal matters about an identifiable individual. CARRIED.
- 20-37 Moved by D. Feenstra, seconded by P. Thornton 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

20-38 Moved L. Baldwin-Sands, seconded by J. Rymal that the meeting adjourn at
4:55 pm CARRIED.

Next Meeting – June 17th, 2020

Chair

Secretary