

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
April 22nd, 2020

The regular meeting of the St. Thomas Public Library Board was held at 4:20 p.m. on Wednesday, April 22nd, 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

20-17 Moved by L. Baldwin-Sands, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of February 19th, 2020

20-18 Moved by J. Rymal, seconded by D, Laverty that the Minutes of the Meeting of February 19th, 2020 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Management Team Reports

CEO's Report - Received for information

20-19 Working from Home Agreement
Moved by E. Bourque, seconded by D. Laverty that St. Thomas Public Library Board approve the Working from Home Agreement as presented. CARRIED

Post Covid-19 Public Library Scenario Planning – Received for information

Manager's Report March & April

Attendance Management Program– Received for information

MFIPPA Report – Received for information

Policies & Job Descriptions

- 20-20 Policy #03-15 Wireless Internet Use
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy #03-15 Wireless Internet Use as presented. CARRIED
- 20-21 Job Description: Administrative Clerk & Safety/Wellness Coordinator
Moved by E. Bourque, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Job Description: Administrative Clerk & Safety/Wellness Coordinator as presented. CARRIED

Friends

- Friends Book Sales Report – February 2020 - Received for information.
Friends Liaison Report February 2020 – Received for Information

Reports - Standing Committees

Finance

- 20-22 Revenue and Expenditures February 29th, 2020 Statement
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the December 31st, 2019 revised Revenue and Expenditure Statement as presented. CARRIED.
- 20-23 Revenue and Expenditures March 31st, 2020
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the January 31st, 2020 Revenue and Expenditure Statement as presented. CARRIED.

Personnel Committee **In Camera Session**

- 20-24 Moved by T. Metcalf, seconded by P. Thornton that the St. Thomas Public Library Board move, “In Camera” to discuss Personal matters about an identifiable individual. CARRIED.
- 20-25 Moved by E. Bourque, seconded by P. Hedden 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

20-26 Moved by L. Baldwin-Sands, seconded by E. Bourque that the meeting adjourn at 4:50 pm CARRIED.

Next Meeting – May 20th, 2020

Chair

Secretary