

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
January 20, 2021

The meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 20th, 2021 via Zoom Online

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

Staff: Heather Robinson, CEO; Aaron DeVries; Dana Vanzanten; Nadine Poulos

Approval of Agenda

21-01 Moved by Lori Baldwin-Sands, seconded by Joan Rymal that the agenda be adopted as presented. CARRIED

Declaration of Pecuniary Interest – There were none declared.

Minutes of December 16th, 2020

21-02 Moved by Elizabeth Bourque, seconded by Peter Thornton that the Minutes of the Meeting of December 16th, 2020 be approved as presented. CARRIED.

Matters Arising from the Minutes – NONE

Intellectual Freedom and Libraries

21-03 Moved by Terry Metcalf, seconded by Joan Rymal that St. Thomas Public Library Board approve the Intellectual Freedom Policy as presented and to be edited into Policy Format. CARRIED

21-04 Moved by Elizabeth Bourque, seconded by Peter Thornton that St. Thomas Public Library Board approved the Intellectual Freedom additions to the following policies as presented: 03-13 Programming; 03-14 Social Media; 03-02 Use of Electronic Resources; 03-15 Wireless Internet Use; 03-12 Children's and Teens' Services; 03-01 Collection Management; 03-16 Creators' Community; 06-01 Facility; 03-10 Information and Readers' Advisory Services as presented. CARRIED

Management Team Reports

CEO Report – Received for Information

21-05 Art Appraisal – Received for Information

21-06 Master Plan

Moved by Lori Baldwin-Sands, seconded by Terry Metcalf that St. Thomas Public Library Board approve the delay of the RFQ for the Master Plan until the pandemic restrictions have been lifted to allow a Consultant to gain information to the necessary information.

- 21-07 Managers' Report – Received for Information
- 21-08 Organizational Chart – Received for Information
- 21-09 Administrative Clerk/Wellness Coordinator Job Description
Moved by Terry Metcalf, seconded by Joan Rymal that St. Thomas Public Library Board approve the changes to the Administrative Clerk/Wellness Coordinator Job Description as presented. CARRIED
- 21-10 Caretaker Job Description
Moved by Elizabeth Bourque, seconded by Lori Baldwin-Sands that St. Thomas Public Library Board approve the changes to the Caretaker Job Description as presented. CARRIED
- 21-11 Maintenance Worker Job Description
Moved by Joan Rymal, seconded by Peter Thornton that St. Thomas Public Library Board approve the changes to the Maintenance Worker Job Description as presented. CARRIED
- 21-12 Regulations-Schedule of Fees and Fines
Moved by Elizabeth Bourque, seconded by Pam Hedden that St. Thomas Public Library Board approve the changes to the Regulations-Schedule of Fees and Fines as presented. CARRIED
- 21-13 Shelving Estimate
Moved by Terry Metcalf, seconded by Joan Rymal that St. Thomas Public Library Board approve proceeding with an RFT for shelving for the move of the non-fiction collection to the upper floor. CARRIED
- 21-14 Fund Development and Gift Acceptance Policy
Moved by Lori Baldwin-Sands, seconded by Joan Rymal that St. Thomas Public Library Board approve the changes to the Fund Development and Gift Acceptance Policy as presented. CARRIED
- 21-15 Courtyard Naming Opportunities – Received for Information
- 21-16 Sponsor a Shelf – Received for Information

Reports – Standing Committees

Finance

21-17 Revenue and Expenditure Statement December 31, 2020 Deferred

Personnel Committee – In Camera Session

21-18 Moved by Terry Metcalf, seconded by Joan Rymal that the St. Thomas Public Library Board move “in camera” to discuss Personal matters about an identifiable individual. CARRIED

21-19 Moved by Elizabeth Bourque, seconded by Joan Rymal, 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

Friends – None

Correspondence – None

Health and Safety – Joint Health and Safety Committee Report – None

Other Business – None

Adjournment

21-20 Moved by Lori Baldwin-Sands, seconded by Deanne Feenstra that the meeting adjourn at 5:05 p.m. CARRIED

Next Meeting – February 17, 2021

Chair

Secretary