

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
APRIL 19, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, April 19, 2017 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Don Naylor; Joan Rymal; Steve Wookey; Kelly Hoogstra

Regrets: Deanne Feenstra; Deb Laverty

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

Approval of Agenda

17- 34 Moved by D. Naylor, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Presentation of Thank You Gift for Resigning Member Don Naylor

Minutes of March 22, 2017

17- 35 Moved by J. Rymal, seconded by T. Metcalf that the Minutes of the Meeting of March 22, 2017 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information

Staff Development Days

17- 36 Moved by T. Metcalf, seconded by J. Dunn that the Staff Development date change from May 5, 2017 to June 2, 2017 be approved. CARRIED.

OLA Intellectual Rights and Freedoms - Received for information

H. Robinson will follow up with City Hall – W. Graves to get a clearer understanding of the plan that City Hall IT has for filtering Wi-Fi on city-owned properties.

Filter Schmilter: Libraries and Internet Filtering Software - Received for information

Library Activities

Managers' Activities Report - Received for information.

eResources Review Report - Received for information.

Staff Newsletter - Received for information.

Friends Liaison Report – March 2017 - Received for information.

Friends Book Sales Report – March 2017- Received for information.

Statistics Report January – March 2017 - Received for information.

Reports - Standing Committees

Finance

17- 37 Revenue and Expenditures March 31, 2017 Statement
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the Revenue and Expenditure Statement March 31, 2017. CARRIED.

17- 38 Trust Fund Statement March 31, 2017
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the March 31, 2017 Trust Fund Statement. CARRIED.

17- 39 Board Membership – By-Laws
Moved by T. Metcalf, seconded by D. Naylor that St. Thomas Public Library Board make an attendance exception for G. Grondin to the By-Law “Any Member absent from three (3) consecutive regular meetings.....” due to health issues. CARRIED.

Southern Ontario Library Service – No Report

Personnel – No Report

It was noted that H. Robinson has completed her 6 month Probation and her Performance Review has been completed.

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – No Report

Correspondence

Resignation letter – St. Thomas Public Library Board – Don Naylor

Policies

- 17- 40 Job Description # 02-10-2.3 – Library Assistant
Moved by D. Naylor, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Library Assistant job description.
CARRIED.
- 17- 41 Job Description # 02-10-2.4 – Library Services Coordinator
Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Library Services Coordinator job description. CARRIED.
- 17- 42 Policy #03-01 – Collection Management
Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Collection Management Policy.
CARRIED.

Health and Safety – No Report


Other Business - None

Adjournment

- 17- 43 Moved by S. Wookey, seconded by J. Rymal that the meeting adjourn at 4:40 p.m. CARRIED.

Next Meeting: May 17, 2017


Chair


Secretary