

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
APRIL 15, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:00 p.m. on Wednesday, April 15, 2015 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn, Deanne Feenstra; Deb Laverty; Don Naylor; Joan Rymal; Steve Wookey

Regrets: Jacqueline De Leebeek

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Becky Stark; Glenda Sikora

Approval of Agenda

15-19 Moved by J. Rymal, seconded by J. Dunn that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Training

Session Three: Department, Service and Partnership Review

Module 7: Key Relationships: The Board, CEO and Council

Module 9: Policies

Module 10: The Library in the Community

This last training session focused on our services and partnerships and was presented by H. Robinson, S. Macintyre and B. Stark. It was a detailed review of all the Library's services. Some of the services that we provide struck a chord for most Board members.

S. Wookey and J. Rymal departed at 5:11 p.m. to attend another meeting.

Minutes of March 25, 2015

15-20 Moved by T. Metcalf, seconded by D. Laverty that the Minutes of the Meeting of March 25, 2015 be approved. CARRIED.

Matters Arising from the Minutes – There were none.

Reports – Staff

CEO's Report - Received for information.

Updates

About 50 to 60 people attended when we renamed the Library Board Room on Monday, April 13th "Carolyn Kneeshaw Board Room". Two plaques and lettering were unveiled in her honour. Friends, family, staff and former staff joined in the tribute to Carolyn Kneeshaw.

The launch for the "Telling our Stories" book will be held on May 4 at 2 p.m.

The Library has received notification from a law firm that we are the beneficiary of an estate. The CEO, Board Chair, and Board Vice-Chair will be meeting with the executors soon.

The CEO advised the Board in her report that the budget was passed without changes. She explained that it was not exactly correct, as the City added an additional line in our budget called "Contracted Services", for \$60,000. This line item was added to the budgets for all city facilities, and allows the City's Property Management Team to make decisions on fairly large repair items for the buildings, without going to Council.

Library Activities

Public Services Librarian Report - Received for information.

T. Metcalf would like the Board to present the report to City Council. It mentions approximately 340 households were affected by Library programs and events. He congratulated the CEO, H. Robinson and the staff for their efforts. The CEO advised that this report is also sent to the Executor of the Dorothy Palmer Estate.

Systems and Public Services Librarian Report – Received for information.

S. Macintyre passed around the rook that was made from the 3D printer, with a set of stairs inside. T. Metcalf will take it to the SOLS Trustee meeting as a sample.

Outreach and Community Development Librarian Report - Received for information.

Friends Book Sales Report – April 2015 - Received for information.

The Board was amazed at the Friends raised \$2,048.15 for the month of March 2014.

Friends Liaison Report - April 2015 - Received for information.

The Friends will be renting a booth at the Horton Farmers' Market to sell books and market the Friends Shop at the Elgin Mall. It also gives the Library a presence in the community.

Statistics Report – January to March 31, 2015 – Received for information.

It was noted that total self checkouts have dramatically increased.

Reports - Standing Committees

Finance – Received for information.

Revenue and Expenditure Statement – March 31, 2015 – Received for information.

T. Metcalf advised the Board that Machine Readable Media and Technical Services are generally one time payments, and spent early in the year.

15-21 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to March 31, 2015. CARRIED.

Trust Fund Report – March 31, 2015 – Received for information.

15-22 Moved by T. Metcalf, seconded by J. Dunn that the Trust Fund Report of March 31, 2015 be approved. CARRIED.

Southern Ontario Library Service

T. Metcalf reported that the next SOLS Trustee meeting will be held on Saturday, April 25, 2015 in Tillsonburg from 10 a.m. to 1:30 p.m. and that all Board members are invited to attend. The Board was asked to advise T. Metcalf if they will be attending. He would like copies of the Public Services Librarian report to take to the meeting.

Personnel – There was no report.

Public Relations and Fundraising – A meeting will be set up.

Federation of Ontario Public Libraries – There was no report.

Correspondence

Ministry of Citizenship, Immigration and International Trade Re: Lincoln M. Alexander Award 2015 – Received for information.

Minister Responsible for Seniors Affairs Re: Senior Achievement Award – Received for information.

Policies

Programming Policy – Received for information.

15-23 Moved by D. Naylor, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Programming Policy as amended. CARRIED.

Other

Adjournment

15-24 Moved by T. Metcalf, seconded by D. Lavery that the meeting adjourn at 5:38 p.m. CARRIED.

Next Meeting: May 20, 2015 at 4:15 p.m. in the Carolyn Kneeshaw Board Room

Chair

Secretary