

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
APRIL 16, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, April 16, 2014 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Terry Metcalf; Shirley Poirier; David Warden; Don Naylor (4:20 p.m.)

Regrets: Deb Laverty

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre

**Distributed at Meeting** - 2013 Annual Report (Final)

**Changes to Agenda**

Presentation to Glenda Sikora for 25 years of Service – The presentation will be made at the May 21, 2014 meeting instead

8.2 No Smoking By-Law - Added

**Approval of Agenda**

14-33 Moved by D. Warden, seconded by M. van Weert that the agenda be adopted. CARRIED.

**Declaration of Interest** - There was none declared.

**Presentation – 2013 Financial Statements, John Scott, Graham Scott Enns, LLP**

G. Grondin welcomed John Scott.

J. Scott reviewed the St. Thomas Public Library Board's 2013 Financial Statements, page by page. He indicated that there was no surplus or deficit. J. Scott was asked to ensure that our mission statement was reflected in the "purpose of the organization".

14-34 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the 2013 St. Thomas Public Library Board Audited Financial Statements. CARRIED.

**Minutes of March 19, 2014**

14-35 Moved by D. Warden, seconded by T. Metcalf that the Minutes of the Meeting of March 19, 2014 be approved. CARRIED.

**Matters Arising from the Minutes Reports - Staff**  
CEO's Report - Received for information.

2013 Incident Reports Summary – Received for information.

There was a discussion on repeat offenders and an acknowledgement of the need for staff to have training to deal with mental health issues. Staff crackdown on inappropriate use of the internet has reduced the number of incidents.

Anniversary Celebrations – Received for information.

Library Activities

Public Services Librarian Report - Received for information.

H. Robinson reported that she had met with Andrew Gunn to discuss the possibilities for the \$50,000 Palmer donation for technology. They are investigating Maker spaces. More details to follow.

Systems and Public Services Librarian Report – Received for information.

We have identified a new option for securing our DVD's, which will also reduce staff repetitive strain issues, though there will be an initial cost for supplies. As these supplies are on sale until month end, the Board was asked if the Finance Committee could meet, and make recommendations for purchase to take advantage of the sale price.

New photos would be taken of Board members for the updated web site.

Friends Book Sales Report – April 2014 - Received for information.

Friends Liaison Report - April 2014 - Received for information.

Statistics – January to March 31, 2014 – Received for information.

**Reports - Standing Committees**

Finance and Building and Grounds

- 14-36 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to March 31, 2014. CARRIED
- 14-37 Moved by T. Metcalf, seconded by S. Poirier that the Finance and Building and Grounds Committee undertake a review of proposed expenditures for the Trust Fund, and make recommendations for the next Board meeting

And

That the Finance and Building and Grounds Committee be authorized to make decisions in advance of the next board meeting, if such a decision will result in savings to be capped at \$10,000.00. CARRIED.

### Southern Ontario Library Service

T. Metcalf reported that the Trustee Council met here at the library on Saturday, April 12, 2014. A report will follow for the next meeting.

### Personnel and Public Relations

#### CEO Performance Appraisal

M. van Weert reported that the CEO performance appraisal was completed.

#### Federation of Ontario Public Libraries

A report will be presented at the next meeting.

### **Correspondence**

OLBA Update – Received for information.

### **Other Business**

#### Policies – Job Descriptions

##### Technical Services Assistant

14-38 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Technical Services Assistant job description. CARRIED.

##### Caretaker 1

14-39 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Caretaker 1 job description. CARRIED.

#### Policies

Accessibility Policy Report – Received for information.

##### Corporate Accessibility Policy

14-40 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board approve the Corporate Accessibility Policy. CARRIED

##### Accessibility Policy

14-41 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Accessibility Policy. CARRIED

Accessible Customer Service

- 14-42 Moved by D. Warden, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Accessibility Customer Service policy. CARRIED

Board Policies

The Personnel and Public Relations Committee agreed to undertake a review of Board Policies, and to draft a legacy document for Board review.

No Smoking By-Law

There have been complaints about individuals smoking within 9 meters of the building. Signs are now posted. Alderman Baldwin-Sands confirmed with the City that City By-Law Officers should be called to enforce the by-law. In accordance with the by-law, offenders are subject to a fine.

“In Camera” Session

- 14-43 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board move, “In Camera” to discuss personal matters about an identifiable individual, and a matter involving litigation or potential litigation. CARRIED.
- 14-44 Moved by D. Naylor, seconded by S. Poirier that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.
- 14-45 Moved by M. van Weert, seconded by T. Metcalf that as a result of the review of the complexities of the Public Services Librarian position by the Management Job Evaluation Committee, as requested by Heather Robinson on March 18, 2014, the St. Thomas Public Library Board approve the wage rate for this position at Band 12 of the non-union wage scale.

And

That, in view of Heather Robinson’s current rate of pay, that her revised rate of pay be set at Step 3, effective March 18, 2014.  
CARRIED.

**Adjournment**

- 14-46 Moved by T. Metcalf, seconded by K. Hoogstra that the meeting adjourn at 5:45.m. CARRIED.

Next Meeting: May 21, 2014

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Chair

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Secretary