

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
APRIL 17, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, April 17, 2013 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Deb Laverty; Terry Metcalf; Shirley Poirier; David Warden

Regrets: Wendy Crocker

Staff: Rudi Denham, CEO; Paul Blower; Heather Robinson; Terri Scott; Glenda Sikora

Guests: Cindy Weir, CEO, Owen Sound and North Grey Union Public Library; Mary Meharg, Retiring STPL employee; Susan Theriault – Study Room Policy Delegation

Addition and Change to Agenda

8.5 Still Growing Garden Party

8.6 “In Camera” Session (Moved from 8.5 to 8.6)

Approval of Agenda

13-29 Moved by D. Warden, seconded by M. van Weert that the agenda as amended, be adopted. CARRIED.

Declaration of Interest

L. Baldwin-Sands declared a conflict of interest relating to discussion about an organization that is a tenant in a building she owns. She refrained from all discussion and action relating to this matter.

K. Hoogstra declared a conflict of interest relating to insurance discussions about Study Rooms Policy, in view of her husband’s responsibility for City insurance. She refrained from all discussion and action relating to this matter.

Delegation – Susan Theriault – Study Room Policy

Susan Theriault made an excellent and impassionate presentation on tutoring and its importance for youth. She is paid for some of her tutoring sessions, but strongly believes that the key is the educational experience and not the remuneration. She requested access to the study rooms for all tutors. S. Theriault also distributed a letter from Rhonda Kaplanis.

The CEO introduced a guest, Cindy Weir to the Board. Owen Sound and North Grey Union Public Library was built by the same builder as our Library and they will be preparing for renovations in the near future.

Presentation – Mary Meharg on her Retirement with over 22 years of Service

G. Grondin welcomed M. Meharg to the meeting. He read his letter and presented her with a gift. G. Grondin also read a comment from Bev Yurek commending the Library for their welcoming environment and for M. Meharg's Interlibrary Loan service. A picture was taken. M. Meharg thanked the Board. She misses certain aspects of the Library and has had over 22 years, a wonderful experience.

Minutes of March 13, 2013

13-30 Moved by T. Metcalf, seconded by K. Hoogstra that the Minutes of Meeting of March 13, 2013 be approved. CARRIED.

Matters Arising from the Minutes

The CEO reported that she had a conversation with Wendell Graves, CAO, City of St. Thomas regarding the letter for Chamberlain Architect Services Limited. The Board agreed to send a generalized letter to Chamberlain Architect Services.

A positive letter will be sent to K & L Construction (Ontario) Ltd. for their work on the revitalization project.

Reports - Staff

CEO's Report - Received for information.

Accreditation Policy Report – Received for information.

Library Activities Report – April 2013 - Received for information.

Friends Book Sales Report - Received for information.

The Board noted that the Friends Shop has raised significantly lower amounts during the first 3 months of 2013 compared to 2012. The prices of books are cheaper and in January they also had a half price sale. Also, there is not as much traffic in the Elgin Mall in 2013.

A Friends of STPL 5 year contribution report will be provided for the next meeting.

Executive Report - April 2013 - Received for information.

Annual Report Draft – Received for information.

The CEO commented that Ruth Crocker, Marketing Coordinator did a great job on the 2012 Annual Report draft.

13-31 Moved by D. Warden, seconded by T. Metcalf that the 2012 Annual Report draft be approved in principle. CARRIED.

Reports - Standing Committees

Finance and Building and Grounds

Development Charges – Annual Legislated Report – TR-11-13 - Received for information.

Correspondence

Mayor Heather Jackson, City of St. Thomas – 40th Honours & Awards – Received for information.

Ministry of Citizenship and Immigration – Lincoln M. Alexander Award – Received for information.

Minister Responsible for Seniors – 2013 Senior Achievement Award – Received for information.

If members would like to nominate a senior, please advise the CEO. The nomination form is very lengthy.

Other Business

Policy – Privacy Statement – Received for information.

The other intended purposes would be to use names and addresses of volunteers and donors.

13-32 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Privacy Statement. CARRIED.

Policy – Study Rooms – Received for information.

W. Crocker's email of April 13, 2013 was distributed.

The Board directed the CEO to review best practices at other libraries, and investigate liability issues with respect to individuals conducting business in the library.

Strategic Planning – Received for information.

The committee will be meeting in the next two weeks to analyze the impact of the service roles, and develop goals and objectives for the Board's consideration.

Palmer Youth Library Update – Fourth Quarter 2012 – Received for information.

The report has been sent to Andrew Gunn. Ipads were received through a book promotion from Saunders Books.

The “Still Growing Garden Party” will be held on Saturday, April 20 in the evening. Board members, donors and supporters are invited to a reception with live music, entertaining skits by Alan Legg and art displays. Invitations to donors also included a permission form to use their name as a thank you in our Annual Report. Board members will be given a list to call the donors who have not returned their permission form.

The CEO advised that she is on vacation from April 26 to May 5, 2013.

“In Camera” Session

13-33 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board move, “In Camera” to discuss personal matters about an identifiable individual and litigation or potential litigation, including matters before administrative tribunals, affecting the Board. CARRIED.

13-35 Moved by T. Metcalf, seconded by S. Poirier to move “Out of Camera” and report the following motion. CARRIED.

13-34 Moved by M. van Weert, seconded by T. Metcalf that the St. Thomas Public Library Board approve the maintenance restructuring recommendation as follows:

- That two caretaker positions be developed, a Caretaker 1 and Caretaker 2, and the job description for the existing Caretaker position be revised to reflect responsibility for oversight and general direction of maintenance staff, and that this position be “Caretaker 2”.
 - That the salary for Caretaker 1 position remain in range 3.
 - And that the salary for Caretaker 2 be increased to range 4, effective June 1, 2013.
 - And that the position of “Cleaner”, as approved March 13, 2013, be eliminated.
- CARRIED.

13-36 Moved by D. Warden, seconded by T. Metcalf to move “Out of Camera”. CARRIED.

Adjournment

13-37 Moved by D. Warden, seconded by S. Poirier that the meeting adjourn at 5:25 p.m. CARRIED.

Next Meeting: May 15, 2013

Chair

Secretary