

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
APRIL 20, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, April 20, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: Greg Grondin, Chair

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

Approval of Agenda

16-28 Moved by J. Rymal, seconded by K. Hoogstra that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Website Demonstration – Sarah Macintyre

Systems and Support Services Librarian S. Macintyre presented a review of our website which was well received. The Board was particularly interested in the reading history option, 'Flipster', (our electronic magazine subscriptions), and on-line payment of fines, which was a recently initiated service.

Minutes of March 16, 2016

16-29 Moved by J. Rymal, seconded by J. Dunn that the Minutes of the Meeting of March 16, 2016 be approved. CARRIED.

Matters Arising from the Minutes

Reports - Staff

CEO's Report - Received for information.

Addendum to CEO Board Report, April 20, 2016

Reference Committee Update April 18, 2016

At the Reference Committee Meeting of April 18, 2016, City Manager Wendell Graves discussed a proposal for the Public Space Analysis, Curtis Street Block. Graves will be presenting a report to the next Council meeting recommending the engagement of a landscape design consultant to consider the possibilities for the space surrounding the

Library, City Hall, the Justice building and including the L&PS corridor. The consultant will meet with the interested parties, including the Library Board. The focus will be on green space and outdoor activity space. The consultant will prepare a proposal for Council, which will include budget figures.

The CEO reported that the elevator repairs are scheduled to begin June 20, and interviews for the Administrative Coordinator will be held shortly. A replacement will hopefully be in place in mid-May.

A sample literacy kit was distributed for Board information. Kits are assembled by staff member Darlene Vreman. Kits for adults, funded by Neely Estate, are being considered.

Library Activities

Public Services Librarian Report - Received for information.

Accessibility Report – Received for information.

J. Rymal, a City Accessibility Advisory member, will provide the CEO with a booklet to be shared with Library Accessibility Champions.

Systems and Public Services Librarian Report – Received for information.

Wellington Block Innovation Centre – Received for information.

16-30 Moved by S. Wookey, seconded by J. Rymal:

Whereas the St. Thomas Public Library Board is interested in a partnership with the Thames Valley District School Board and the City of St. Thomas in the Wellington Block Innovation Centre, AND

Whereas the St. Thomas Public Library Board is aware that there is third party funding for all the expenses of the Wellington Block Innovation Centre,

That:

Wellington Block Innovation Centre expenses be channeled through the library accounts from January 1, 2016, until such time as the WBIC becomes an independent entity. CARRIED.

Friends Book Sales Report – March 2016 - Received for information.

Statistics Report – January to March 31, 2016 – Received for information.

Reports - Standing Committees

Finance

The CEO reported that City staff and the Auditors are dealing with some late invoices and issues which are delaying the completion of the audit.

Revenue and Expenditure Statement – March 31, 2016 – Received for information.

- 16-31 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January 1 to March 31, 2016. CARRIED.

Trust Funds Statement – March 31, 2016 – Received for information.

- 16- 32 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Trust Funds Statement January 1 to March 31, 2016. CARRIED.

Finance Committee Minutes – April 12, 2016 – Received for information.

- 16- 33 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Finance Committee Minutes of April 12, 2016. CARRIED.

Southern Ontario Library Service – No report

Personnel - In Camera

Fundraising and Public Relations

Fundraising and Public Relations Committee Minutes - April 13, 2016 – Received for information.

T. Metcalf report that he had attended the SOLS Fundraising Interest Group Meeting in Guelph, and will provide a report for the May meeting.

- 16-34 Moved by D. Laverty, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Fundraising and Public Relations Committee Minutes of April 13, 2016. CARRIED.

Federation of Ontario Public Libraries - No report

Correspondence – There was none.

Policies

Green Policy – Received for information.

- 16- 35 Moved by D. Feenstra, seconded by J. Rymal that the St. Thomas Public Library Board approve the Green Policy. CARRIED.

Privacy Policy – Received for information.

- 16-36 Moved by D. Naylor, seconded by J. Dunn that the St. Thomas Public Library Board approve the revised Privacy Policy. CARRIED.

Circulation Policy – Received for information.

The policy will be amended to indicate that reference material may not be circulated.

- 16-37 Moved by J. Rymal, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the revised Circulation Policy, as amended. CARRIED.

Regulations – Schedule of Fees and Fines – Received for information.

- 16-38 Moved by S. Wookey, seconded by J. Dunn that the St. Thomas Public Library Board approve the Regulations – Schedule of Fees and Fines Policy. CARRIED.

Job Description – Full Time Temporary Marketing Assistant – Received for information.

The CEO reported that wages for this position are included in this year's budget. This temporary position ends in December. The 2017 Budget and our visioning session will determine if the position continues.

- 16-39 Moved by D. Naylor, seconded by D. Lavery that the St. Thomas Public Library Board approve the Job Description for Full Time Temporary Marketing Assistant. CARRIED.

Health and Safety

Joint Health and Safety Committee Minutes – April 11, 2016 – Received for information.

Other Business - none

“In Camera” Session

- 16-40 Moved by K. Hoogstra, seconded by S. Wookey that the St. Thomas Public Library Board move “In Camera” to discuss personal matters about identifiable individual. CARRIED.
- 16-41 Moved by K. Hoogstra, seconded by D. Feenstra that the St. Thomas Public Library Board move “Out of Camera”. CARRIED.

Adjournment

16-42 Moved by J. Dunn, seconded by J. Rymal that the meeting adjourn at 5:30 p.m. CARRIED.

Next Meeting: May 18, 2016

A reminder that the June meeting will be June 29, 2016.

Chair

Secretary