

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
DECEMBER 16, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, December 16, 2015 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: Deanne Feenstra; Deb Laverty, Steve Wookey

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Becky Stark; Glenda Sikora; Susan Andrews; Tyler Hanley

Approval of Agenda

15-102 Moved by K. Hoogstera, seconded by J. Ryman that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Presentation of Years of Service Certificate and Pin, City of St. Thomas:

- Susan Andrews for 15 years with STPL
- Tyler Hanley for 15 years with STPL

G. Grondin presented Susan Andrews and Tyler Hanley with their certificates and pins.

S. Andrews and T. Hanley thanked the Library Board.

Minutes of November 18, 2015

15-103 Moved by D. Naylor, seconded by J. Dunn that the Minutes of the Meeting of November 18, 2015 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

Library Activities

Public Services Librarian Report - Received for information.

In answer to a question, H. Robinson replied that the Library's Teen Advisory Board (TAB) meets once a month and there is a teen drop-in once a month. The CEO advised that the hours that teens participate in TAB count towards their High School Volunteer Program.

Systems and Public Services Librarian Report – Received for information.

Update

S. Macintyre advised that the new ILS Sierra system went live on December 16, 2015 and is progressing well. The Board congratulated Sarah.

RFID Report – Received for information.

There was a discussion on RFID, (Radio Frequency Identification) regarding the age of our current system, gates, kiosks, etc.

15-104 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board delay the implementation of Self Serve Kiosks until a decision is made on migration to RFID technology. CARRIED.

Outreach and Community Development Librarian Report - Received for information.

Update

B. Stark reported that she attended a forum in Komoka on Community Hubs with the Deputy Premier, the Advisor to the Premier on Community Hubs and other library and community representatives. She shared some of her experiences at our Northside Neighbourhood Hub, and shared ideas for how the government could better support the creation and implementation of community hubs across Ontario. She noted that the government does not seem to see the public library's role as a hub of information and activity in their community.

B. Stark is creating a report on the Library Survey Project to be submitted to the Board in January 2016.

The CEO advised that staff are donating non-perishable food items to the Northside Neighbourhood Hub and advised members that if they would like to donate, the cutoff date is December 19 as B. Stark will deliver them on December 21, 2015. Staff have collected three boxes of items so far.

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

Friends Liaison Report - December 2015 - Received for information.

Statistics – January – November 30, 2015 – Received for information.

2015 Annual User Survey – Received for information.

Reports - Standing Committees

Finance

Finance Committee Minutes – December 8, 2015 – Received for information.

- 15-105 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Finance Committee Minutes of December 8, 2015. CARRIED.

The CEO advised that the City is requesting milestone dates for our three Capital Projects, the elevator replacement, self serve kiosk, and the building expansion from our Neely fund. A discussion took place regarding the dates for the projects and the elevator replacement as number one priority as there is an immediate need.

- 15-106 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the use of the Mary Ann Neely donation for the Library Elevator Capital Project. And further, that the City of St. Thomas move forward with the replacement process immediately, in view of the urgency of the matter. CARRIED.

The timing of the kiosks is now dependent on the RFID decision, but the Board suggested a completion date of December 1, 2016.

The building expansion/atrium project is waiting for decisions by the City on the future of the Justice building. The Board proposed a completion date of June 30, 2017.

T. Metcalf, G. Grondin and J. Rymal agreed to form a small committee to review and manage the Capital Projects.

Revenue and Expenditure Statement – November 30, 2015 – Received for information.

The CEO advised that the Library finances will not be over/under \$10,000 at year end.

- 15-107 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to November 30, 2015. CARRIED.

Trust Funds Report – November 30, 2015 – Received for information.

- 15-108 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Trust Funds report of November 30, 2015. CARRIED.

Development Charges – January – November 30, 2015 – Received for information.

- 15-109 Moved by T. Metcalf, seconded by J. Ryman that the St. Thomas Public Library Board approve the Development Charges Report from January to November 30, 2015. CARRIED.

Southern Ontario Library Service – Received for information.

SOLS Report – November 7, 2015 – Received for information.

OLBA President's Report SOLS Trustee Council Meetings, Fall 2015 – Received for information.

Personnel – There was no report.

Fundraising and Public Relations – There was no report.

Federation of Ontario Public Libraries – Received for information.

T. Metcalf commented that the Library is receiving good value for our membership.

Correspondence

Ministry of Citizenship, Immigration and International Trade re: Ontario Medal for Young Volunteers and Ontario Volunteer Service Awards – Received for information.

Donna Hanson – Thank you for Christmas Gift – Distributed and received for information.

Policies

Personnel – Staff Development and Training Policy – Received for information.

15-110 Moved by D. Naylor, seconded by T. Metcalf that the St. Thomas Public Library Board approve the revised Personnel – Staff Development and Training policy. CARRIED.

Other Business - There was none.

Adjournment

15-111 Moved by J. Rymal, seconded by J. Dunn that the meeting adjourn at 5:15 p.m. CARRIED.

Next Meeting: January 20, 2016

Chair

Secretary