

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
DECEMBER 17, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, December 17, 2014 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; Don Naylor; Shirley Poirier

Regrets: David Warden

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

Approval of Agenda

14-102 Moved by S. Poirier, seconded by M. van Weert that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Board Thank You and Farewell

G. Grondin thanked and distributed gifts to Martin van Weert for his 17 years on the Board; Kelly Hoogstra for her 4 years; Lori Baldwin-Sands for 8 years; and Shirley Poirier for her 8 years on the Board. The departing Board members thanked the Board.

Presentation to Terri Brzuskniewicz on her Retirement

G. Grondin read Terri's retirement letter and presented her with a gift. T. Brzuskniewicz thanked the Board for her letter and gift.

Minutes of November 19, 2014

14-103 Moved by D. Naylor, seconded by T. Metcalf that the Minutes of the Meeting of November 19, 2014 be approved. CARRIED.

Matters Arising from the Minutes - There were none.

Reports - Staff

CEO's Report - Received for information.

The City of St. Thomas held their Employee Years of Service Recognition Event today, December 17, 2014, at the St. Thomas Seniors Centre. The following Library employees who reached a milestone in 2013 and 2014 were Chris Triska, Dana Vanzanten and Crystal Jeffery for their 5 year recognition.

The CEO reported that there is still an issue with the completion of the Glass Canopy over the front entrance of the Library. It may have to be replaced again.

The CEO advised that she and other City Department Heads received an engraved business card holder from the City of St. Thomas.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

Ontario Library Consortium - Received for information.

14-104 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board formally announce to the current Ontario Library Consortium executive, on January 15, 2015 that they will no longer be a member of the Ontario Library Consortium after December 31, 2015. CARRIED.

Outreach and Community Development Librarian Report - Received for information.

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

G. Grondin noted that the Friends have steadily increased their amount of funds raised in 2014.

Friends Liaison Report - November 2014 - There was no November 2014 meeting.

2014 Annual User Survey - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

Revenue and Expenditure Statement - January to November 30, 2014 - Received for information.

14-105 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to November 30, 2014. CARRIED.

Trust Fund Report - Received for information.

14-106 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Trust Fund Report of November 30, 2014. CARRIED.

Development Charges Report - January to November 30, 2014 - Received for information.

The CEO advised that the current Development Charges By-Law expires at the end of June 2015, and is under review.

14-107 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Development Charges Report from January to November 30, 2014. CARRIED.

Finance and Ad Hoc Orientation Committee Report - December 10, 2014 - Received for information.

14-108 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Finance and Ad Hoc Orientation Committee Report of December 10, 2014. CARRIED.

2015 Draft Budget - Received for information.

The CEO noted that there is an increase in the book budget for 2015.

14-109 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the 2015 Draft Budget of December 2, 2014 as presented. CARRIED.

Southern Ontario Library Service - No report.

Personnel and Public Relations

M. van Weert advised that the Collective Agreement with CUPE 841.2 Library Unit has been signed and is now completed.

Federation of Ontario Public Libraries

T. Metcalf reported that the FOPL General Annual Meeting will be held at the Ontario Library Association Super Conference on January 28, 2015.

Correspondence

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

G. Grondin noted that the Library does participate in the Ontario Volunteer Service Awards.

Thank You Card from the St. Thomas Public Library Staff - Received for information.

Other Business

Policies

Job Description - Technical Services Coordinator

14-110 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Technical Services Coordinator Job Description. CARRIED.

Job Description - Technical Services Assistant - Received for information.

14-111 Moved by D. Naylor, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Technical Services Assistant Job Description. CARRIED.

New Service: "Fast Films" - Received for information.

14-112 Moved by K. Hoogstra, seconded by T. Metcalf that the St. Thomas Public Library Board approve the "Fast Films" as a new service. CARRIED.

Facility Policy - Received for information.

14-113 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Facility Policy. CARRIED.

Strategic Plan Report - 2013 - 2014 - Received for information.

The CEO advised that she will repackage the report for the new Board members in 2015.

Strategic Plan Draft Action Plan - 2015 - 2016 - Received for information.

The CEO advised that she will simplify and reformat the report for the new Board members in 2015.

Adjournment

14-114 Moved by K. Hoogstra, seconded by S. Poirier that the meeting adjourn at 4:44 p.m. CARRIED.

Next Meeting: January 21, 2015 Inaugural 4:15 p.m.
Regular Board Meeting to follow

Chair

Secretary