

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
DECEMBER 18, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, December 18, 2013 in the Carnegie Room, St. Thomas Public Library.

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

Regrets: Lori Baldwin-Sands

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre, Glenda Sikora; Barb Hoskins; Susan Andrews

G. Grondin and D. Warden presented Years of Service Certificate and Pin, City of St. Thomas to Barb Hoskins for 20 years and Susan Andrews for 10 years with St. Thomas Public Library. Pictures were taken with D. Warden and recipients.

Additions to Agenda

8.1.4 "In Camera" Session

Approval of Agenda

13-90 Moved by D. Warden, seconded by M. van Weert that the agenda as amended, be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of November 20, 2013

13-91 Moved by T. Metcalf, seconded by D. Warden that the Minutes of the Meeting of November 20, 2013 be approved. CARRIED.

Matters Arising from the Minutes

The CEO reported she was very pleased with the final accreditation report and passing accreditation. The only item of concern was the higher shelves in the Adult Collection area and we are still working on it. We will be presented with our accreditation certificate at the 2014 Ontario Library Association Superconference on Thursday, January 30, 2014. The Board thanked all of the staff and City Council for their efforts in making the accreditation happen.

Reports - Staff

CEO's Report - Received for information.

Addition

Tyson Macklin, E-Services Specialist has resigned to take a full time position elsewhere.

Editor Retires – Received for information.

G. Grondin noted that R. Denham will be receiving an OPLA Special Recognition Award at the 2014 Ontario Library Association Superconference.

Library Activities Report - Received for information.

H. Robinson replied to a question regarding the process for an individual violating the teen public computer stating that the next step would be a ban from the Library.

Systems and Support Services Librarian Report – Received for information.

S. Macintyre stated that she is working on changing staff email addresses to coincide with our new URL.

Friends Book Sales Report - Received for information.

Friends Report - December 2013 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

Revenue and Expenditure Statement January to November 30, 2013 – Received for information.

13-92 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to November 30, 2013. CARRIED.

Signing Authority – Schedule B to Purchasing Bylaw – Received for information.

13-93 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve that the section referring to the Library in the City's Approval Authority Schedule (Appendix B of the Purchasing Bylaw) be amended to delete the requirement that "two of the four signing authorities must sign all invoices." CARRIED.

2014 Budget Review

At the end of the meeting, a date will be chosen for a Finance Committee meeting to be held before the January 15, 2014 Board meeting.

Palmer Report – July to September 2013 – Received for information.

Southern Ontario Library Service – No report.

Federation of Ontario Public Libraries – Received for information.

T. Metcalf added that the Provincial funding grant will not be increasing as the government is cutting back. A onetime funding for Library support services will be made available.

2013 Annual User Survey – Received for information.

The CEO reported that 2013 annual user survey results were comparable to last year's results. Circulation statistics increased a little.

Correspondence

Ministry of Tourism, Culture and Sport – 2013-14 Public Library Operating, and Pay Equity Grants – Received for information.

CUPE Local 841 St. Thomas Public Library Notice to Bargain to STPL Board – Received for information.

Thames Valley District School Board – Recommendation for Appointment to STPL Board – Received for information.

A copy of the letter has been sent to City Council.

The Corporation of the City of St. Thomas – Wendy Crocker's Resignation – Received for information.

Ministry of Citizenship and Immigration – Reminder of Ontario Medal for Young Volunteers – Received for information.

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Other Business

Policies

Job Description – Outreach and Community Development – The revised version was distributed and received for information.

13-94 Moved by S. Poirier, seconded by M. van Weert that the St. Thomas Public Library Board approve the Outreach and Community Development Job Description. CARRIED.

Job Description – Circulation Services Coordinator

- 13-95 Moved by D. Warden, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the withdrawal of the Circulation Services Coordinator Job Description. CARRIED.

Strategic Plan – Received for information.

The CEO advised that she and G. Grondin attended the December 9, 2013 City Council meeting to present the Library's 2013-2017 Strategic Plan. The pamphlet format is being distributed and it is also on our website.

Accessibility Commitments for 2013/2014 – Received for information.

The information will be posted on our website and link to the City's website.

Personnel and Public Relations

- 13-96 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board move "In Camera" to discuss personal matters about an identifiable individual. CARRIED.
- 13-97 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board move "Out of Camera" without reporting. CARRIED.

Adjournment

- 13-98 Moved by T. Metcalf , seconded by S. Poirier that the meeting adjourn at 4:57 p.m. CARRIED.

Next Meeting: January 15, 2014 Inaugural Meeting and Regular Board Meeting

Chair

Secretary