

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
December 21, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, December 21, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: Deb Laverty

Staff: Heather Robinson; CEO, Sarah Macintyre, Dana Vanzanten, Amber-Lyn Sitland

**Additions and Changes to Agenda**

Next meeting date is January 18, 2016

**Approval of Agenda**

16-114 Moved by S. Wookey, seconded by J. Rymal that the agenda be adopted as amended. CARRIED.

**Declaration of Pecuniary Interest** - There was none declared.

**Minutes of November 16, 2016**

16-115 Moved by D. Naylor, seconded by K. Hoogstra that the Minutes of the Meeting of November 16, 2016 be approved. CARRIED.

**Matters Arising from the Minutes** – There was none.

**Reports - Staff**

CEO's Report - Received for information.

- White Knight Facility Services has been hired for snow removal
- Community Foundation has asked that we participate in the bidding of Art with a 50/50 profit of the ticket sales. The profits are estimated at a minimum of \$1,000 per art piece. A waiver will need to be in place for responsibility if damaged.

16-116 Moved by T. Metcalf, seconded by S. Wookey that the Library accepts the offer with a waiver and revisits the contract in 18 months. CARRIED.

Garden Plans - Received for information.

Information has been requested for the longevity of the features of this project.

**Library Activities**

Public Services Librarian Report - Received for information.

Manager, Access Services Report – Received for information.

STEAM – The by-laws of STEAM state that a library member must be on the Board. The Library board is requesting Financial Reports every couple of months and Budget Projections regarding sustainability. It was also stated that John Sanders will be contacted to discuss Library liability.

16-117 Moved by T. Metcalf, seconded by S. Wookey that the Library appoints S. Macintyre as the Library voting member on the STEAM Board and that this be reassessed by the board in 18 months.. CARRIED.

Collection & Circulation Summary – Received for information

Friends Liaison Report - November 2016 - Received for information.

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

Statistics Report – January - November 2016 - Received for information.

2016 Annual User Survey - Received for information.

**Reports - Standing Committees**

Finance

Finance Committee Minutes – December 12, 2016

16-118 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Finance Committee Minutes – December 12, 2016. CARRIED.

16-119 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the 2016 transfers as presented. CARRIED

16-120 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Neely redistribution as presented. CARRIED

16-121 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the \$5000 Machine Readable reduction as presented. CARRIED

Revenue and Expenditures Statement

16-122 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to November 30, 2016. CARRIED.

Trust Fund Statement November 30, 2016

- 16-123 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the November 30, 2016 Trust Fund Statement. CARRIED.

Southern Ontario Library Service – Received for information.

Personnel – No Report.

Fundraising and Public Relations – No Report.

Federation of Ontario Public Libraries – No Report. There will be information and report after the Super conference.

**Correspondence –**

Ontario Volunteer Service Awards - Received for information

Social Committee – Christmas Party Letter of Thanks - Received for information

Rudi Denham's Thank you Card - Received for information

**Policies**

- 16-124 Job Description: Circulation Support Level 2  
Moved by D. Naylor, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the revised Circulation Support Level 2 job description. CARRIED.
- 16-125 Policy: 01-01 Mission Statement  
Moved by J. Dunn, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Mission Statement Policy. CARRIED.

**Health and Safety**

Health and Safety Joint Committee Minutes – No report.

**Adjournment**

- 16-126 Moved by K. Hoogstra, seconded by J. Rymal that the meeting adjourn at 5:25 p.m. CARRIED.

Next Meeting: January 18, 2017

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Chair

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Secretary