

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
FEBRUARY 13, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 16, 2013 in the Carnegie Room, St. Thomas Public Library.

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

Regrets: Wendy Crocker

Staff: Rudi Denham, CEO; Paul Blower; Heather Robinson; Terri Scott; Glenda Sikora

Additions to Agenda

- 6.2 Federation of Ontario Public Libraries
- 8.2.3 Strategic Plan Summary

Approval of Agenda

13-12 Moved by M. van Weert, seconded by D. Warden that the agenda as amended, be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of Inaugural Meeting of January 16, 2013

13-13 Moved by D. Warden, seconded by L. Baldwin-Sands that the Minutes of Inaugural Meeting of January 16, 2013 be approved. CARRIED.

Minutes of Regular Meeting of January 16, 2013

13-14 Moved by D. Warden, seconded by S. Poirier that the Minutes of Regular Meeting of January 13, 2013 be approved. CARRIED.

Reports - Staff

CEO's Report - Received for information.

The CEO reported that the Ontario Library Association SuperConference staff reports will be included in the March 13, 2013 Board package.

Library Activities Annual Report 2012 - Received for information.

There was less time for weeding in 2012 but the process is being reviewed now. The Large Print fiction area requires additional space as we have received a large donation to purchase additional Large Print books.

Library Activities - February 2013 - Received for information.

S. Poirier noted that handing out teen fine coupons is a good idea. It was also noted that the Valentine's Day theme book promotion called "Blind Date with a Book" was very popular.

Friends Book Sales Report - Received for information.

It was recommended that the Board receive the Friends Book Sales report for the last 5 years in order to see trends or any glaring notable changes.

G. Grondin, President of the Friends noted that there is less traffic in the Elgin Mall and some of the community does not know that the Friends have a shop at the mall.

Friends Report - February 2013 - Received for information.

Statistics

2012 Annual User Survey - Received for information.

2012 General Usage Statistics - Received for information.

The CEO reported that she is very pleased with the excellent 2012 totals. It was noted that the Library was closed for a couple of weeks in 2012 due to the building revitalization. There are many more library members now. L. Baldwin-Sands noted, this is proof that the Library is needed.

1996 to 2012 General Statistics - Yearly Totals - Received for information.

The CEO noted that circulation of printed material has increased from 2011. Audio- visual materials have also increased.

We are trying to get a handle on how to trace/record e-books. This would be a new trend in the future. There is a limited availability of material from Southern Ontario Library Service. Some publishers will not provide e-book to libraries.

Reports - Standing Committees

Finance and Building and Grounds

A discussion took place regarding the proposed budget, which includes no change in levels of service, and small increases for contracted services. It was noted that the part-time E-Services Specialist position is included in salaries and benefits for 21 hour per week. There are major increases in the Building Maintenance account for cleaning supplies, upgrading accessibility, lighting, safety, and adjustments to the heating.

13-15 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the attached 2013 Operating Budget as printed requesting the amount of \$1,892,300 from the City, with the justification covering letter. CARRIED.

The CEO thanked the Board for their support.

Updated Capital/Revitalization Close Out Statement - Received for information.

The CEO stated that she is hoping to have a final figure for the Building Revitalization from the City, to close the account out soon. The CEO advised that the City will be responsible for any overages.

In reply to a question, the CEO reported that the Palmer donation is in the Library's Trust Fund account. The Palmer technology donation of \$50,000 will not be available until 2015.

Trust Fund Transfer

13-16 Moved by T. Metcalf, seconded by D. Lavery that the St. Thomas Public Library Board approve the transfer of \$12,234.18 from the Trust Fund Friends account to Operating Circulation/Inventory Control account. CARRIED.

Federation of Ontario Public Libraries - Distributed and received for information.

T. Metcalf noted that FOPL is lacking executives, as there is a small group to draw from.

Correspondence

Ministry of Tourism, Culture and Sport Re: Operating and Pay Equity Grants - Received for information.

The 2012 Operating and Pay Equity Grant funding will be received soon. L. Baldwin-Sands noted that the City's industrial base has been shrinking.

Other Business

Policies - Job Descriptions - Received for information.

13-17 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the following Job Descriptions:

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|----------------------|---------------------------------|
| - Administration | - Chief Executive Officer |
| | - Administrative Coordinator |
| | - Administrative Clerk |
| | - Marketing Coordinator |
| - Public Services | - Library Assistant 1 |
| | - Library Assistant 2 |
| | - Page |
| | - E-Services Specialist |
| - Circulation | - Acting Circulation Supervisor |
| | - Circulation Support - Level 1 |
| | - Circulation Support - Level 2 |
| - Technical Services | - Coordinator |
| | - Assistant |
| | - Page |

and that the following Job Descriptions be withdrawn:

- Administration
- Circulation
- Maintenance
- CARRIED.
- Library Revitalization Project Coordinator
- Customer Service & Special Events Manager
- Building and Systems Manager

Strategic Planning

Strategic Planning Committee Backgrounder - Revised - Received for information.

The Board thanked W. Crocker for all her work on the backgrounder.

Strategic Planning Report - Distributed and received for information.

Strategic Planning Report - Distributed and received for information.

After a discussion, the Board agreed to an indepth planning meeting which would include the St. Thomas Public Library Committee as well as any Board of staff members who would like to participate. The purpose of the meeting would be to synthesize the results and provide direction for the future.

“In Camera” Session

13-18 Moved by M. van Weert, seconded by K. Hoogstra that the St. Thomas Public Library Board move, “In Camera” to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the Board. CARRIED.

13-19 Moved by M. van Weert, seconded by D. Warden that the St. Thomas Public Library Board move, “Out of Camera” without reporting. CARRIED.

Adjournment

13-20 Moved by K. Hoogstra, seconded by S. Poirier that the meeting adjourn at 4:50 p.m. CARRIED.

Next Meeting: March 13, 2013, instead of March 20, to accommodate the City Council meeting.

Chair

Secretary