

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
FEBRUARY 17, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, February 17, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: None

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

**Approval of Agenda**

16-06 Moved by T. Metcalf, seconded by S. Wookey that the agenda be adopted.  
CARRIED.

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

**Minutes of January 20, 2016**

16-07 Moved by D. Naylor, seconded by J. Dunn that the Minutes of the Meeting of January 20, 2016 be approved. CARRIED.

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

**Reports - Staff**

CEO's Report - Received for information.

Donor Recognition Event Update

The CEO reminded the Board of the Donor Recognition Event in the evening of Saturday, April 2, 2016. The theme will be, "Evening in Paris!"

Elevator Update

Five companies that install elevators came for a site visit on February 11th. We were pleased that so many were interested in the opportunity. The bids close February 23rd. After a decision has been made on which is the successful bidder, that firm will develop detailed drawings for our approval. Actual installation may be late summer or fall, and take 6 to 8 weeks.

The CEO advised that the City's Online Budget Survey included questions on public satisfaction with the Library.

S. Wookey advised that he would like to assist in the preparation of the update to City Councillors for the March 14, 2016 meeting about the Library but he is unable to attend that meeting.

Library Activities

Public Services Librarian Report - Received for information.

Public Services Librarian Update

H. Robinson advised that staff members who attended Superconference will be invited to participate in a videotaping session to share ideas and anything else that they learned during the days they were there. S. Macintyre and H. Robinson will be setting up these sessions. Board members who attended are also invited to do the same.

Systems and Public Services Librarian Report – Received for information.

RFID Report – Received for information.

16-08            Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board purchase a single EM self-serve lending kiosk in 2016, and that the implementation of RFID be reconsidered for 2018, after additional funding options have been explored. CARRIED.

Outreach and Community Development Librarian Report - Received for information.

B. Stark invited Board members to attend the Railway City Arts Crawl on February 26 and 27, 2016. The Library is one of the stops.

2016 Superconference Report – Dana Vanzanten – Received for information.

2016 Superconference Report – Sarah Macintyre – Received for information.

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

Friends Liaison Report - February 2016 - Received for information.

**Reports - Standing Committees**

Finance

Revenue and Expenditure Statement – January 31, 2016 – Received for information.

The CEO advised that on the Revenue and Expenditure Statement the top columns should read “2016 Actual” and “2016 Budget”. The January statement was a little awkward, because it is so early in the year. The first statement is usually later, after budget approval. The salary account shows a credit because there were some payroll reversals from 2015. Also the machine readable media account is 100% spent, even though it is only January, because these are annual subscriptions and due early in the year. We will in fact be purchasing more e-databases, but they will be financed by the Neely funds.

16-09            Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement of January 31, 2016 with a change to the top columns reading “2016 Actual” and “2016 Budget”. CARRIED.

Trust Funds – January 31, 2016 – Received for information.

16-10            Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Trust Funds Statement of January 31, 2016. CARRIED.

Southern Ontario Library Service – There was no report.

Personnel – There was no report.

Personnel Minutes – February 3, 2016 – Received for information.

16-11 Moved by D. Naylor, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Personnel Committee Minutes of February 3, 2016. CARRIED.

Fundraising and Public Relations – There was no report.

Federation of Ontario Public Libraries – There was no report.

### **Correspondence**

Glenda Sikora Re: Letter of Retirement – Received for information.

On behalf of the Board, G. Grondin congratulated G. Sikora on her retirement, thanked her for her contribution to the Library and wished her well in her retirement.

### **Policies**

Personnel – City – Respect in the Workplace (Harassment and Violence) HR-10-04 – Received for information.

16-12 Moved by D. Naylor, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Personnel – City – Respect in the Workplace (Harassment and Violence) H10-04 policy. CARRIED.

Job Description – Administrative Coordinator – Received for information.

R. Denham advised that there will be an overlap of approximately 2 weeks in order for G. Sikora to train the new Administrative Coordinator. There are a few changes to the job description as follows:

- Additional responsibility for Management Health and Safety
- Supervisor of routine facility operations and supplies

16-13 Moved by D. Naylor, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Job Description – Administrative Coordinator policy. CARRIED.

Strategic Plan Update – Received for information.

### **Health and Safety**

Health and Safety Joint Committee Minutes – January 19, 2016 – Received for information.

Health and Safety Board Report – January 2016 – Received for information.

**Other Business**

**Board Retreat**

The Board decided to invite SOLS Consultant Anne Marie Madziak to lead a visioning exercise in May to help develop a vision of the library of the future, as part of CEO succession planning

**In Camera Session**

- 16-14 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board move, "In Camera" to discuss personal matters about identifiable individuals. CARRIED.
- 16-15 Moved by J. Rymal, seconded by D. Lavery that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.
- 16-16 Moved by S. Wookey, seconded by J. Rymal that the Chair meet with the City of St Thomas Director of Human Resources to resolve personnel issues. CARRIED.
- 16-17 Moved by D. Lavery, seconded by D. Feenstra that the Board conduct an external search process for replacement of the CEO. CARRIED.

The Board set up an ad hoc transition committee of G. Grondin, T. Metcalf and J. Rymal to lead the CEO replacement process.

**Adjournment**

- 16-18 Moved by K. Hoogstra, seconded by J. Ryman that the meeting adjourn at 6:10 p.m. CARRIED.

Next Meeting: March 16, 2016

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Chair

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Secretary