

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
FEBRUARY 18, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:00 p.m. on Wednesday, February 18, 2015 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; Deanne Feenstra; Deb Laverty; Don Naylor; Joan Rymal; Steve Wookey; Jacqueline De Leebeeck (4:15 p.m.)

Regrets: JoAnn Dunn

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

Presentation: Jody Douglas-Mills for her 5 years of service with STPL

New Board member Deanne Feenstra was welcomed.

Approval of Agenda

15-07 Moved by T. Metcalf, seconded by D. Naylor that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

J. De Leebeeck arrived at 4:15 p.m.

Training

Session One: Board Structure and Overview of Library Services Areas
Module 5: Meeting Management (SOLS)

Training focused on Board role and structure. As a governance board, the Board is responsible for high level decision making and policy and finance approval. The Board hires and evaluates only the CEO. The Library is not a department of the City, but a separate authority. Once the budget is approved by City Council, the Library Board has authority, control and responsibility over expenditures. Three current planning initiatives were identified as follows: *Imagine the future*, Strategic Plan 2013 -2017, Development Charges by-law review, and an ongoing review of the division of our facility management responsibilities between the City and the Board. There was a quick review of library service areas and their responsibilities: Administration, Public Services, Technical Services and Outreach.

Minutes of Inaugural Meeting of January 21, 2015

15-08 Moved by S. Wookey, seconded by J. Rymal that the Inaugural Minutes of the Meeting of January 21, 2015 be approved. CARRIED.

Minutes of Regular Meeting of January 21, 2015

15-09 Moved by D. Naylor, seconded by J. De Leebeeck that the Minutes of the Regular Meeting of January 21, 2015 be approved. CARRIED.

Minutes of Special Meeting of February 11, 2015

15-10 Moved by T. Metcalf, seconded by J. Rymal that the Minutes of the Special Meeting of February 11, 2015 be approved. CARRIED.

Matters Arising from the Minutes - There were none.

Reports - Staff

CEO's Report - Received for information.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

T. Metcalf questioned if we have enough bandwidth for the new ILS system. We have already increased our bandwidth and staff uses the City's. There is a separate one for customers. London Public Library is hosting the new ILS and their specifications are our specifications.

Outreach and Community Development Librarian Report - Received for information.

The new Board Fundraising and Public Relations committee will be working with B. Stark and other staff on fundraising.

Ontario Library Association Superconference 2015 Summary Reports - Received for information.

B. Stark's Superconference report was discussed. S. Macintyre explained that a Makerspace is a community-operated workspace where people with common interests, often in computers, technology, science, as well as digital and electronic art, can meet and collaborate. Makerspaces are often fee- or subscription-based, and this is where some public libraries have been able to meet the needs of their communities: by offering Makerspace equipment, programming, and spaces at low cost to the general public. The themes of lifelong learning and collaboration are present in both the Makerspace and Public Library missions, and so they are a natural partnership.

Friends Book Sales Report – January 2015 - Received for information.

Friends Liaison Report - February 2015 - Received for information.

Inquiries were made about the vending machine proceeds.

Reports - Standing Committees

Finance

Purchase Visa Card - Received for information.

15-11 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Purchase Visa Card in the name of Glenda Sikora.

Palmer Report - Received for information.

T. Metcalf asked if money from the Children's and Teens' Palmer donation was going to be used towards the Makerspace. It was noted the money to be used for the new Makerspace was coming from a separate Palmer "Makerspace" donation.

Southern Ontario Library Service - There was no report.

Personnel - There was no report.

Fundraising and Public Relations - There was no report.

Federation of Ontario Public Libraries - Received for information.

All Board members are entitled to run for office as a Board member on Provincial committees. T. Metcalf praised Stephen Abrams, president of FOPL and the new initiatives that have been undertaken under his direction. T. Metcalf will continue to be a representative for FOPL.

Correspondence

Southern Ontario Library Service Re: Trustee Council Appointment - Received for information.

A SOLS representative is required to attend two meetings in Region per year. SOLS is looking for a member to be on the SOLS Board, which requires four meetings per year. T. Metcalf will review the requirements and report to the next meeting.

Ray Kneeshaw Re: Thank you for Carolyn Kneeshaw Board Room Naming - Received for information.

Office of the CAO/Clerk Re: 2015 STPL Board Appointment of JoAnn Dunn - Received for information.

Office of the CAO/Clerk Re: 2015 STPL Board Appointment of Deanne Feenstra - Received for information.

Dave Warden Re: Thank you - Received for information.

Policies

Job Description - Marketing Coordinator - Received for information.

15-12 Moved by D. Naylor, seconded by S. Wookey that the St. Thomas Public Library Board approve the Job Description of Marketing Coordinator. CARRIED.

The Board was informed that current Marketing Coordinator, Ruth Crocker was included in the revisions made to the Marketing Coordinator job description.

Regulations - Schedule of Fees and Fines - Received for information.

15-13 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Regulations - Schedule of Fees and Fines policy. CARRIED.

The cost of non-fiction items was reduced to reflect current prices, and staff practice of reducing fees owed. There was discussion regarding the 100 maximum items. The maximum is only reached by very few customers.

Travel and Car Allowance - Received for information.

15-14 Moved by J. Rymal, seconded by D. Naylor that the St. Thomas Public Library Board approve the Travel and Car Allowance policy. CARRIED.

T. Metcalf confirmed that the policy had already been approved by the City.

Other Business

The next meeting will take place on March 25th at 4:00 p.m. due to absences during March Break week

After attendance at some Superconference sessions for Board members, the Board discussed the establishment of an ad hoc committee to review duties and liabilities of directors. It was suggested that a law student may be able to assist or provide a presentation. T. Metcalf and D. Naylor volunteered, and J. Dunn's name was suggested.

Adjournment

15-15 Moved by T. Metcalf, seconded by D. Naylor that the meeting adjourn at 5:10 p.m. CARRIED.

Next Meeting: March 25, 2015

Chair

Secretary