

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
FEBRUARY 19, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, February 19, 2014 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Terry Metcalf; Don Naylor; Shirley Poirier;

Regrets: Deb Laverty; David Warden

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

Chair Greg Grondin presented the Ontario Public Library Association Recognition award to Rudi Denham.

Chair Greg Grondin showed the Board the Ministry of Culture Public Library Accreditation Certificate, which he accepted on behalf of the library at the OLA Superconference.

Approval of Agenda

14-09 Moved by M. van Weert, seconded by S. Poirier that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of Inaugural Meeting of January 15, 2014

14-10 Moved by T. Metcalf, seconded by D. Naylor, that the Minutes of the Inaugural Meeting of January 15, 2014 be approved. CARRIED.

Minutes of Regular Meeting of January 15, 2014

14-11 Moved by T. Metcalf, seconded by S. Poirier that the Minutes of the Regular Meeting of January 15, 2014 be approved. CARRIED.

Matters arising from the Minutes – There were none.

Reports – Staff

CEO's Report - Received for information.

The CEO reminded the Board of the Strategic Planning Open House, which will be held March 6th from 4 – 7 p.m. on the main floor of the library. The Board was asked for suggestions for prizes for the Business After 5 event for July.

Questions about the Strategic Plan and Library Service – Received for information.

Anniversary Committee – Received for information.

Library Activities

Public Services Librarian Report - Received for information.

The Public Services Librarian brought our newly installed end panels to the Board's attention. The staff are also developing a Teen Art wall, on the red wall in the Teen Lounge.

Systems and Support Services Librarian Report – Received for information.

In regards to the transition to a new ILS, T. Metcalf asked for clarification of the impact of a cloud server. The type of server, and other services and options, would be considered when the vendors' responses to the RFP are received.

2014 Ontario Library Association Superconference – Received for information.

Statistics – General Usage – New Format for 2014 – Received for information.

The statistical report format has now been modified to include e-statistics and Interlibrary loans borrowed and lent. Some of the comparison statistics for the previous years were estimated or averaged. The increase in our website access was noticed. More members are checking our catalogue, putting on holds, and accessing our electronic resources through our website.

Friends Book Sales Report – February 2014 - Received for information.

The Friends book sale will be one week later than anticipated.

Friends Liaison Report - February 2014 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

Chair of the Finance Committee T. Metcalf reported that he, Board Chair Greg Grondin, and CEO Rudi Denham will be meeting with the City's Chair of Finance, Lori Baldwin-Sands and, City CAO, and City Treasurer to review the library budget on March 7th.

Southern Ontario Library Service – There was no report.

Personnel and Public Relations – There was no report.

Federation of Ontario Public Libraries

T. Metcalf reported that he had completed his term on the FOPL Board.

Correspondence

Ministry of Citizenship and Immigration – Newcomer Champion Award – Received for information.

Other Business

Policies – Received for information.

Job Descriptions -

14-12 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the following Job Descriptions as amended:

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| - Administration | - Administrative Coordinator |
| | - Administrative Clerk |
| | - Marketing Coordinator |
| - Public Services | - Library Assistant 1 |
| | - Library Assistant 2 |
| | - Page |
| - Circulation | - Circulation Team Leader |
| | - Circulation Support – Level 1 |
| | - Circulation Support – Level 2 |
| - Systems & Support Services | - Systems & Support Services Librarian |
| | - Technical Services Coordinator |
| | - Technical Services Assistant |
| | - E-Services Specialist |
| | - E-Services Technician |
| - Maintenance | - Caretaker 1 |
| | - Caretaker 2 |

CARRIED.

14-13 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the withdrawal of the following Job Description:

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| - Technical Services | - TS Page – Withdrawal |
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CARRIED.

Social Media

There was discussion to ensure that responsibility was assigned, rather than assumed. All staff will review media content regularly, but overall the Systems and Support Services Librarian will be responsible. It was recommended that the policy also be reviewed by City staff.

14-14 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the draft Social Media Policy. CARRIED.

E-Reader Lending Guidelines – Received for information.

The Board questioned whether five e-readers would be sufficient to meet the demand. Usage will be monitored and additional e-readers purchased if warranted, and if finances permit. The Friends of the Library may also be approached for support.

Amendment: The Systems Librarian reported that costs had been confirmed, and recommend that the fee for replacing the charger and cord be increased to \$25, and replacement of the case from \$30 to \$50.

14-15 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the E-Reader Lending Guidelines as amended. CARRIED.

Proposed Changes to Circulation Policy Re: Schedule of Fees and Fines – Received for information.

14-16 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Schedule of Fees and Fines as amended. CARRIED.

The new limited edition Anniversary Library Membership Cards were revealed. They are available to the public starting today.

Adjournment

14-17 Moved by K. Hoogstra, seconded by T. Metcalf that the meeting adjourn at 5:02 p.m. CARRIED.

Next Meeting: March 19, 2014

Chair

Secretary