

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
FEBRUARY 15, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, FEBRUARY 15, 2017 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: Deb Laverty

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

Approval of Agenda

17-07 Moved by S. Wookey, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Stakeholders Exercise – Received for information.

An exercise took place where each individual compiled a list of what the stakeholders are for the Library. Staff will compile the lists and present the results. This topic will be revisited as the Board uses information from the sessions they attended at the OLA Super Conference

Minutes of January 18, 2017

17-08 Moved by D. Naylor, seconded by J. Rymal that the Minutes of the Meeting of January 18, 2017 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

17- 09 Moved by J. Rymal, seconded by S. Wookey that the Retiree/Gratitude Library cards be non-renewable and fine free be approved. CARRIED.

There will be more discussion around the use of these cards and create the parameters and framework for the recipients of these cards. Terry will form a committee and get back to the Board. (Friends Volunteers, Gratuity, etc)

- Alarm System – Major Maintenance, discussion at the Finance Meeting.
- Widows are Capital Projects for next year
- Concrete Flowerbed – Major Maintenance – This Year
- Roof – Capital – This Year
- Snow Removal – White Knight will shovel and Salt for the remainder of the year. The city is looking into future solutions.

Library Activities

Manager, Access Services - Received for information.

- Self Checkout is fixed as of today
- “Livegate” senses where a patron has travelled based off their electronics’ ping. Terry has information on “Heat Map” that will show a person’s route through the library based on body heat. More research and discussion needed.

PL Leaders Report - Received for information.

Manager, Access Services - Super Conference 2017 - Received for information.

Manager, Customer Engagement - Received for information.

Manager, Customer Engagement - Super Conference 2017 - Received for information.

Manager, Advocacy & Community Development - Received for information.
Congratulations to Dana for making such a presence in the community in such a short time. Also to Aaron for his hard work so far. Both have made a difference in such a short time.

Community-Led Presentation - Received for information.

Northside Hub – Feedback or criteria for “where to put the next kiosk”. Use them to gather information and input for the Strategic Plan.

Survey in reference to the Neely Donation. Engage Staff and the Community in the planning process. Electronic version to be posted on the City Website. Council Meetings and Karen Vecchio both have recorded sessions. “Short Script” can be read to promote.

Staff Newsletter - Received for information.

Friends Liaison Report – January 2017 - Received for information.

Friends Book Sales Report – January 2017 - Received for information.

Statistics January – January 2017 - Received for information.

It was noted that the Statistics report will come to the board on a quarterly basis not monthly. Fundraising and Public Relations reports will take the place in other months.

Reports - Standing Committees

Finance

- 17- 10 Finance Committee Meeting Minutes February 8, 2017
Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Finance Committee Minutes from February 8, 2017 and approve the projects and their funding sources as presented. CARRIED.
- 17- 11 Revenue and Expenditures Statement
Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Revised Revenue and Expenditure Statement December 31, 2016. CARRIED.
- 17- 12 Revenue and Expenditures Statement
Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January 31, 2017. CARRIED.
- 17- 13 Trust Fund Statement December 31, 2016
Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the January 31, 2017 Trust Fund Statement. CARRIED.

Southern Ontario Library Service – To be provided at March meeting

Personnel

Fundraising and Public Relations

Federation of Ontario Public Libraries - Received for information.

Correspondence

Policies

Health and Safety

Health and Safety Board Report February 2017 – Received for information.

Other Business

Updated Board Member Contact list – Revised - Received for information.

Adjournment

17- 14 Moved by K. Hoogstra, seconded by J. Dunn that the meeting adjourn at 5:30 p.m. CARRIED.

Next Meeting: March 15, 2017 has been cancelled and RESCHEDULED **March 22, 2017**

Chair

Secretary