

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JANUARY 15, 2014

The regular meeting of the St. Thomas Public Library Board was held following the Inaugural meeting on Wednesday, January 15, 2014 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Terry Metcalf; Don Naylor; Shirley Poirier; David Warden; Deb Laverty (4:22 p.m.)

Regrets: Kelly Hoogstra

Staff: Rudi Denham, CEO; Heather Robinson; Glenda Sikora

Approval of Agenda

14-01 Moved by D. Warden, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of December 18, 2013

14-02 Moved by M. van Weert, seconded by D. Warden that the Minutes of the Meeting of December 18, 2013 be approved. CARRIED.

Reports - Staff

CEO's Report - Received for information.

Additions

The CEO noted that there is a typing error in the 4th paragraph under Technology in the CEO's report, the last word should be "implementation" instead of "implantation".

ILS

An ILS report has been compiled. CAO Wendell Graves suggested that the report be sent early this year to City Council to update them on the upcoming request for 2015 Capital funding.

Rogers Library Lounge

The first taping will be on Friday, January 17, 2014 with the CEO interviewing H. Robinson, regarding the Children's and Teens Services; Donna Hanson for Local History; and Sarah Macintyre for "What's new?".

Strategic Plan 2013 - 2017 Public Launch

The CEO advised the Board that an Open House is being planned on February 12 or 19 to discuss our strategic plan with the public. D. Warden advised that he is not available on February 19.

D. Lavery arrived at 4:22 p.m.

SOLS Training Session for CEO Hiring and the Board – Distributed and received for information.

New CEO's being hired do not have a lot of management experience. This webinar is dealing with succession planning, the final one in a series. The webinar is being held in the CEO's office at 6:30 p.m. tonight.

The CEO advised that she will be retiring within the next term of the Board, December 2014 to December 2018.

Lori was talking about - Technology in e-services regarding project management in training qualifications??

Library Activities

Public Services Librarian Report - Received for information.

H. Robinson replied to a question regarding the cost of the flat bed scanner in Local History stating that the cost is the same for photocopies and is done on a trust basis.

H. Robinson also replied to a question regarding the suggestion box usage stating that they are being used regularly and are positive to date.

Lori was talking about - Wellness Fair, Horton Farmers' Market and Focus Fairview Complex??

Systems and Public Services Librarian Report – Received for information.

The CEO replied to a question regarding the number of Kobo Readers stating that the Library have 5 Kobo Readers.

Friends Book Sales Report - Received for information.

G. Grondin replied to a question regarding whether a cost analyst has been completed for the Friends shop at the Elgin Mall stating that one has been completed and the Friends are

always looking at options. He also replied to a question regarding the cost of renting the Elgin Mall space stating that they pay a charity rate.

The Friends collected approximately \$2,000 from the Horton Farmers' Market and were congratulated on their achievement.

Statistics

2013 General Usage Statistics – Received for information.

The CEO reported that usage and DVDs increased over last year. This is fairly standard throughout Ontario public libraries this year. She will provide an in depth analysis for the February, 2014 meeting.

1997 to 2013 General Statistics – Yearly Totals – Received for information.

What was Terry M. asking about?

Reports - Standing Committees

Finance and Building and Grounds

Finance Committee Meeting – January 9, 2014 – Received for information.

14-03 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Finance Committee Meeting Minutes of January 9, 2014. CARRIED.

2014 Draft Operating Budget – January 9, 2014 – Received for information.

L. Baldwin-Sand questions?

14-04 Moved by T. Metcalf, seconded by D. Warden That, in accordance with City's budget instructions received January 14, 2014, the draft budget be amended to include a 6.5% increase in utilities, bringing Hydro up to \$53,250, and the total request to \$1,961,050.

That the St. Thomas Public Library Board approve the budget –as amended

Recorded Vote

Greg Grondin	Yes
Martin van Weert	Yes
Lori Baldwin-Sands	No

Kelly Hoogstra	Absent
Deb Laverty	Yes
Terry Metcalf	Yes
Don Naylor	Yes
Shirley Poirier	Yes
David Warden	Yes
CARRIED.	

Rinn Trust Transfers – Received for information.

14-05 Moved by T. Metcalf, seconded by D. Laverty that the St. Thomas Public Library Board approve the Rinn Trust Transfer of \$122.69 to the Operating Account of Adult Books – Rinn and \$23.88 to Children’s and Teens’ Books – Rinn for 2013. CARRIED.

Building Reserve Fund Transfers – Received for information.

14-06 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Building Reserve Fund – GIC Investment transfers of \$25,000.00 to City of St. Thomas Capital Account for Building Revitalization and \$5,000.00 to City of St. Thomas Capital Account for Timber Wall. CARRIED.

Southern Ontario Library Service – No report.

Personnel and Public Relations – No report.

Federation of Ontario Public Libraries

T. Metcalf to provide me with the written report.

Correspondence

City of St. Thomas – Appointment Confirmation – Received for information.

On behalf of the Board, G. Grondin congratulated Don Naylor regarding his Library Board appointment representing the Thames Valley District School Board.

Ontario Public Library Guidelines – Accreditation – Received for information.

T. Metcalf noted that all the Library administration and staff deserve a huge thank you and credit for the Library’s accreditation process.

Other Business

Policies

Job Description – E-Services Specialist – Received for information.

The CEO explained that this is a joint position with the City of St. Thomas and we will be reimbursed by the City at the end of 2014.

14-07 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the E-Services Specialist Job Description.
CARRIED.

Adjournment

14-08 Moved by D. Warden, seconded by M. van Weert that the meeting adjourn at 4:52 p.m. CARRIED.

Next Meeting: February 19, 2014

Chair

Secretary