

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JANUARY 16, 2013

The regular meeting of the St. Thomas Public Library Board was held following the Inaugural Meeting at 4:10 p.m. on Wednesday, January 16, 2013 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Wendy Crocker; Kelly Hoogstra; Deb Laverty; Terry Metcalf; Shirley Poirier; David Warden

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

Guest: Margaret Andrewes, Consultant with Andrewes-Loucks

Strategic Planning Session 2013 to 2017

The CEO introduced Margaret Andrewes who had conducted one strategic planning session with the community this afternoon and there will be another one tonight. Tomorrow, she will conduct a session with the staff. G. Grondin welcomed her.

M. Andrewes began the session with Board members. The Strategic Planning Committee developed a backgrounder report, which identified St. Thomas' community profile, the library history, population and usage statistics and library trends for the future. M. Andrewes reviewed the highlights of the report with the Board.

The Board was mindful of their "stewardship" duties in making sure that they were fiscally responsible in identifying ways to provide unique, comprehensive and efficient service. The focus was on lifelong learning, literacy, love of reading, and ensuring that the library supports the community's changing needs.

D. Warden departed at 5:12 p.m.

M. Andrewes will provide the full report to the Board for the February 2013 meeting.

Approval of Agenda

13-01 Moved by T. Metcalf, seconded by M. van Weert that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of December 19, 2012

13-02 Moved by L. Baldwin-Sands, seconded by K. Hoogstra that the Minutes of Meeting of December 19, 2012 be approved. CARRIED.

Reports - Staff

CEO's Report - Received for information.

In view of the focus on strategic planning, the CEO advised that her report was limited to urgent matters.

The CEO discussed the establishment of a new fundraising team, composed of Board, staff, and committee volunteers which would meet several times a year.

Library Activities Report - Will be available at the February 2013 meeting.

Reports - Standing Committees

Finance and Building and Grounds

Finance Committee Meeting January 9, 2013 - Received for information.

There will not be a Finance Committee meeting the week of February 4, 2013.

13-03 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Finance Committee Meeting Minutes of January 9, 2013. CARRIED.

Capital Project Close-Out

Accessibility Report - Accessibility Upgrades: Library Revitalization 2011 - Received for information.

13-04 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the closing of the Building Revitalization Capital Project. CARRIED.

Ramp and Wall Repair - Received for information.

13-05 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the closing of the Ramp and Wall Repair Capital account. CARRIED.

Trust Fund Transfers

Palmer and Regular Trust Fund Transfers - Distributed and received for information.

13-06 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library approve the transfer of \$99,632.33 from the Palmer account to the Building Revitalization Capital account of \$21,000.00 and the Operating Accounts as follows:

Children's Programming	\$ 24,443.96
Promotion and Public Relations	\$ 1,600.89

Furniture and Equipment	\$ <u>52,587.48</u>
Total	\$99,632.33
CARRIED.	

13-07 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the following transfers:

From Trust Fund Fundraising for Revitalization:

Adult Furniture	\$ 75,196.65
Promotion and Admin. Expenses	\$ 9,821.91
General expenses	\$ <u>75,000.00</u>
Total	\$160,018.56

From Trust Fund Fundraising:

Accessibility station sponsored by Lions Club	\$ 2,013.86
CARRIED.	

13-08 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Trust Fund transfer of \$588.14 from the McNabb donation to the Operating account of Audio Visual Materials - Children's and Teens' DVDs. CARRIED.

Rinn Trust Transfer

13-09 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Rinn Trust transfer of \$90.88 to the Operating account of Adult Books - Rinn. CARRIED.

Strategic Planning Meeting Minutes of January 9, 2013 - Received for information.

13-10 Moved by L. Baldwin-Sands, seconded by S. Poirier that the St. Thomas Public Library Board approve the Strategic Planning Meeting Minutes of January 9, 2013. CARRIED.

Correspondence

City of St. Thomas - 2013 Budget Development Timetable - Received for information.

Adjournment

13-11 Moved by T. Metcalf, seconded by S. Poirier that the meeting adjourn at 6:06 p.m. CARRIED.

Next Meeting: February 13, 2013, instead of February 20, to accommodate the City's budget timelines.

Chair

Secretary