

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
JANUARY 20, 2016

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

Regrets: none

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

**Delegations/Presentations**

Wendell Graves, City Manager, City of St Thomas, Budget presentation "Beyond 20/20 Making a Difference".

City Manager Wendell Graves presented his 2016 Budget overview, "Making a Difference", as he had done for Council. He discussed the City's budget priorities; including all the infrastructure work and ongoing projects, including Library expansion 2017. The City's total budget is \$120 million, with a staff of 450.

**Additions to Agenda**

- 6.1.3 Report PR 01-2016 Parks, Recreation and Property Management Division  
To: City Council Re: St. Thomas Public Library Repairs Update
- 10.1 Wellington Block Innovation Centre Accounting

**Approval of Agenda**

16-01 Moved by D. Naylor, seconded by J. Rymal that the agenda be adopted, as amended. CARRIED.

**Declaration of Interest** - There was none declared.

**Minutes of Regular Meeting of December 16, 2015**

16-02 Moved by T. Metcalf, seconded by J. Rymal that the Minutes of the Regular Meeting of December 16, 2015 be approved. CARRIED.

**Matters Arising from the Minutes** – There were none.

**Reports - Staff**

CEO's Report - Received for information.

The CEO reminded the Board that at December's meeting, Susan Andrews and Tyler Hanley were recognized for 15 years of service, but Trish Lee should also be recognized for 5 years, though she was not able to attend the meeting.

Library Activities Annual Report - Received for information.

The CEO explained the staff recognition initiative, "Agents of Awesome".

Chairman G. Grondin reported that he received many compliments about the work that Eric Liebregts is doing in assisting the public with e-services.

Friends Book Sales Report – Year End 2015 – Received for information.

Steve Wookey expressed our thanks to the Friends of St. Thomas Public Library for their success in the previous year.

Friends Liaison Report – January 2016 - Received for information.

#### Statistics

2015 General Usage Statistics – Received for information.

1997 to 2015 General Statistics – Yearly Totals – Received for information.

The CEO explained some of the historical differences in membership reflected a cleanup of the data base, rather than a drastic loss of members. "Active members" - by legal definition - are those who have used their card within two years.

#### **Reports - Standing Committees**

##### Finance and Building and Grounds

Trust Fund Transfer Report – Distributed and received for information.

The CEO reported that salaries were underspent at year end as a result of two major circumstances - long term sick leave for several staff, and the different between actual sick payout and the maximum that is required to be budgeted. The 2015 Revenue was also less than anticipated.

16-03            Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Trust Fund transfers from the Palmer donation to Operating Accounts of Children's and Teens' Programs for \$2,300.55 and to Promotion and Public Relations of \$4,579.20 and from the Palmer Makerspace donation to Circulation/Inventory Control of \$20,697.56 and to Promotion and Public Relations of \$2,027.83 for a total transfer of \$29,605.14. CARRIED.

## 2016 Operating Budget

16-04 Moved by T. Metcalf, seconded by J. Rymal that: “In order to meet Council request, the Library budget be reduced by \$5,000 in the library materials budget, to be divided equally between adult and children’s materials.”  
CARRIED.

### Report PR 01-2016 Parks, Recreation and Property Management Division

To: City Council Re: St. Thomas Public Library Repairs Update - Distributed and received for information.

The CEO reported that this report was requested by City Council.

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 – There was no report.

## **Correspondence**

City of St. Thomas re: Library Elevator – Received for information.

The CEO reported that elevator upgrade is moving forward.

Jeff Yurek, MPP re: 2016 Ontario Volunteer Service Awards – Received for information.

Ministry of Tourism, Culture and Sport re: 2015-16 Ontario Libraries Capacity Fund – Research and Innovation – Received for information.

**Policies** - There were no policies.

**Health and Safety** – There were no reports.

## **Other Business**

Wellington Block Innovation Centre Accounting (WBIC) – Distributed and received for information.

Wendell Graves City Manager, requested that WBIC revenues and expenses be channeled through our budget. A manager will be hired for 2 years with funding from Ontario Library Capacity Fund Grant. There will be no financial impact in the long term.

A memorandum of agreement between the City and the Library outlining the Library's responsibilities will be drafted for Board approval.

CEO Retirement

The CEO reported her intent to retire this fall, on a date to be decided later, depending on progress of the Library Building project. She is looking forward to working with a Board committee to ensure a smooth transition. On behalf of the Board, G. Grondin expressed his congratulations.

**Adjournment**

16-05            Moved by K. Hoogstra, seconded by D. Feenstra that the meeting adjourn at 5:00 p.m. CARRIED.

Next Meeting: February 17, 2016

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Chair

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Secretary