

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JANUARY 21, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 21, 2015 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; Jacqueline De Leebeeck; Don Naylor; Joan Rymal; Steve Wookey; Deb Lavery (4:25 p.m)

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Becky Stark; Glenda Sikora

Addition to Agenda

6.1.1 Trust Fund Transfers

G. Grondin reviewed the St. Thomas Public Library Board Quick Facts with the new members.

D. Lavery arrived at 4:25 p.m.

T. Metcalf distributed and reviewed the Spotlight on Ontario Public Libraries: What you need to know as a municipal councillor. He also advised that Southern Ontario Library Service (SOLS) assists libraries with staff training, educating, and advocacy.

Approval of Agenda

15-01 Moved by T. Metcalf, seconded by D. Naylor that the agenda be adopted, as amended. CARRIED.

Declaration of Interest - There was none declared.

Minutes of December 17, 2014

15-02 Moved by D. Naylor, seconded by D. Lavery that the Minutes of the Meeting of December 17, 2014 be approved. CARRIED.

Matters Arising from the Minutes - There were none.

Reports - Staff

CEO's Report - Received for information.

The CEO advised that at January meetings, there is one report from each Librarian and also highlights from the previous year.

Update

Elgin County's Director of Cultural Services is presenting a series of recommendations to County Council next week, concerning the County's migration to a new ILS. We are planning to partner with them, and once those recommendations are approved, we will be able to plan our next steps.

Unfinished Business

The City is in the process of reviewing their Non-Union By-Laws therefore the Library's Non-Union By-Law is delayed.

Pay Equity

Although the Board met all the requirements of the original pay equity legislative requirements when the original law was passed in the 1990s, it appears that since then a "Maintenance Plan" has not been developed. This Plan deals with who is responsible for what, how appeals are handled, what the time frame for responses is, etc. The CEO, H. Robinson, City H.R. and CUPE representatives met and will be developing that plan. Once completed, we will undergo a comprehensive pay equity review, encompassing all bargaining unit members. Staff from all levels will be asked to participate in future consultations. There is not expected to be a significant impact.

Board Training Plan Details - Received for information.

Special Meeting

In order to meet the City's budget timetable, the Board agreed to meet on Wednesday, February 11 at 4 p.m. in the Carnegie Room for finance and budget training, before the regular meeting on February 18, 2015.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

Outreach and Community Development Librarian Report - Received for information.

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

G. Grondin reported that the Friends have realized higher sales as they have increased their effort and sales advertisements.

Friends Liaison Report - December 2014 - Received for information.

The Friends will be applying for a summer student again this year.

Statistics

2014 General Usage Statistics - Received for information.

The CEO will be addressing statistics questions in the training sessions. She noted that some customers visit the library, use items in the library but do not check out materials.

1996 to 2014 General Statistics - Yearly Totals - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

December 31, 2014 Projection Summary of January 21, 2015 - Distributed and received for information.

15-03 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Trust Fund Transfers from the Palmer Donation to the Operating Accounts of Children's and Teens' Program for \$4,744.90 and to Circulation/Inventory Control for \$13,833.37 for a total of \$18,578.27. CARRIED.

Southern Ontario Library Service - There was no report.

Personnel and Public Relations - There was no report.

Federation of Ontario Public Libraries - There was no report.

Correspondence

Terri Brzuskniewicz - Card of Thanks - Received for information.

MPP Jeff Yurek - 2015 Ontario Volunteer Service Awards - Received for information.

Policies

Board Bylaws 01-07 - Duties and Responsibilities of Standing Committees - Received for information.

The CEO reported that the Board Committees should be changed, removing "Building and Grounds" responsibilities from the Finance Committee, as it is now handled by the City, and adding a new committee responsible for Fundraising and Public Relations.

15-04 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Duties and Responsibilities of Standing Committees policy as amended. CARRIED.

Policy 03-04 Regulations, Fees and Fines Schedule - Received for information.

15-05 Moved by D. Naylor, seconded by S. Wookey that the St. Thomas Public Library Board approve the Regulations, Fees and Fines Schedule as amended. CARRIED.

Other Business

Appointments to Library Committees

The Board agreed with the following Committee appointments:

- Finance Committee - Terry Metcalf
- Personnel Committee - Don Naylor and Joan Rymal
- Public Relations and Fundraising Committee - Deb Laverty, Steve Wookey and Jacqueline De Leebeek

G. Grondin distributed welcome gifts of a library mug and bag to the following new Board members: Jacqueline De Leebeek, Joan Rymal and Steve Wookey.

Adjournment

15-06 Moved by T. Metcalf, seconded by J. De Leebeek that the meeting adjourn at 4:57 p.m. CARRIED.

Next Meeting: February 11, 2015 at 4 p.m. Carnegie Room
February 18, 2015 at 4 p.m. Carnegie Room

Chair

Secretary