

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JUNE 17, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 17, 2015 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; Jacqueline De Leebeeck; JoAnn Dunn; Joan Rymal; Steve Wookey; Deanne Feenstra (4:25 p.m.)

Regrets: Deb Laverty; Don Naylor

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

Guest: John Sanders

Addition to Agenda

9.1 Estate of Mary Ann Neely

Approval of Agenda

15-41 Moved by J. Rymal, seconded by S. Wookey that the agenda be adopted, as amended. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Delegation – John Sanders: Liabilities and Responsibilities of Directors

John Sanders, the City's lawyer, made a presentation on the Liabilities and Responsibilities of Directors. His presentation focussed on the various laws that govern the Library Board. As a corporation, the Board may be subject to the clauses in the Corporations Act, as well as the Not-for-Profit Corporations Act. The Library Board is also subject to the Municipal Act, and because we are a charity, also Revenue Canada's regulations for charities.

The province passed a new Not-for-Profit Corporations Act in 2010, but has not yet released the accompanying regulations, and, as is usually the case, the detailed rules are in the regulations. It is likely that once the regulations are passed, they may not apply to Library Boards. A corporation is mandated to abide by the regulations of the legislation under which it was incorporated, and the library is incorporated under the Public Libraries Act.

J. Rymal and S. Wookey departed at 4:49 p.m. to attend a City function.

Minutes of May 20, 2015

- 15-42 Moved by T. Metcalf, seconded by J. Dunn that the Minutes of the Meeting of May 20, 2015 be approved with the following amendment:
Deb Lavery should be Deb Laverly
CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

Library Activities

Public Services Librarian Report - Received for information.

It was noted that the tour held on June 10, 2015 for Board members was excellent.

Systems and Public Services Librarian Report – Received for information.

Outreach and Community Development Librarian Report - Received for information.

Friends Book Sales Report – May 2015 - Received for information.

The Board noted that Book Sales are lower than they have been for eighteen months.

Friends Liaison Report - June 2015 - Received for information.

Statistics – January – May 2015 – Received for information.

Reports - Standing Committees

Finance

- 15-43 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to May 31, 2015. CARRIED.
- 15-44 Moved by T. Metcalf, seconded by D. Feenstra that the St. Thomas Public Library Board approve the Trust Funds Statement of May 31, 2015. CARRIED.
- 15-45 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the 2014 Development Charges Report. CARRIED.
- 15-46 Moved by T. Metcalf, seconded by J. De Leebeeck that the St. Thomas Public Library Board approve the Development Charges Report from January to May 31, 2015. CARRIED.

Southern Ontario Library Service – There was no report.

Personnel

Personnel Committee Minutes – May 20 and 25, 2015 – Received for information.

15-47 Moved by T. Metcalf, seconded by D. Feenstra that the St. Thomas Public Library Board approve the Personnel Committee Minutes of May 20 and 25, 2015. CARRIED.

CEO Performance Appraisal Confirmation

The CEO's performance appraisal has been filed with the City of St. Thomas and the list of goals will be brought to the Board.

15-48 Moved by T. Metcalf, seconded by J. De Leebeeck that the St. Thomas Public Library Board approve CEO's Performance Appraisal for 2015. CARRIED.

Public Relations and Fundraising – There was no report

Federation of Ontario Public Libraries – There was no report.

Correspondence

Southern Ontario Library Service – Leadership by Design – Received for information.

The CEO advised that this was an information item and that on-line courses are being offered by SOLS and FOPL .

Policies

Human Resources Policy – Received for information.

15-49 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the revised Human Resources policy. CARRIED.

Respect in the Workplace: Harassment and Violence – Library Policy – Received for information.

15-50 Moved by J. Dunn, seconded by J. De Leebeeck that the St. Thomas Public Library Board approve the revised Respect in the Workplace: Harassment and Violence – Library policy. CARRIED.

Respect in the Workplace: Harassment and Violence – City Policy – Received for information.

- 15-51 Moved by T. Metcalf, seconded by D. Feenstra that the St. Thomas Public Library Board approve the revised Respect in the Workplace: Harassment and Violence – City policy. CARRIED.

Acceptable Use of Technology Policy – Received for information.

- 15-52 Moved by J. De Leebeeck, seconded by T. Metcalf that the St. Thomas Public Library Board approve the revised Acceptable Use of Technology policy. CARRIED.

Other Business

Estate of Mary Ann Neely

G. Grondin distributed the following:

- Bowsher and Bowsher Law Firm letter
- Press Release – June 18, 2015
- Library Board Report – Neely-funded Capital Projects Proposal
- Capital Proposal Details – Atrium and Kiosks

A news release will be issued at 12 noon on June 18 and a press conference will be held when the donation is received.

The lawyers have not determined a final value but we expect to know shortly. The donation can be used for library materials and renovations. A number of projects are being considered.

Adjournment

- 15-53 Moved by J. De Leebeeck, seconded by J. Dunn that the meeting adjourn at 5:34 p.m. CARRIED.

Backgrounders

- Accessibility – Received for information.
- Early Literacy – Received for information.

Distributed at the Meeting – June 2015 Events Calendar

Next Special Meeting: Saturday, July 18, 2015 9 a.m. to 12 noon in Carnegie Room

Next Regular Meeting: September 16, 2015 in the Carolyn Kneeshaw Board Room

Chair

Secretary