

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
JUNE 18, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 18, 2014 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Deb Laverty; Terry Metcalf; Don Naylor; Shirley Poirier

Regrets: David Warden

Staff: Heather Robinson; Glenda Sikora, Mary Kinczyk

Guest: Danielle McKay, UWO MLIS student

G. Grondin introduced and welcomed Danielle McKay, UWO MLIS student.

**Approval of Agenda**

14-52 Moved by M. van Weert, seconded by D. Naylor that the agenda be adopted. CARRIED.

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

**Minutes of May 21, 2014**

14-53 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the Minutes of the Meeting of May 21, 2014 be approved, as amended as follows. CARRIED.

Friends Liaison Report - April 2014:

T. Metcalf asked if used books could be donated to University Hospital.

delete and replace with

T. Metcalf suggested that the Friends of STPL partner with the St. Thomas-Elgin General Hospital Auxiliary to sell books in their shop. CARRIED.

**Matters Arising from the Minutes** – No items

**Reports - Staff**

CEO's Report - Received for information.

14-54 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the closing for a Staff Development Day on Monday, July 7, 2014. CARRIED.

**Presentation – Mary Kinczyk for 25 Years of Service**

G. Grondin read the letter for Mary Kinczyk's 25 years of service and presented her with an engraved gold ID bracelet.

M. Kinczyk thanked the Board for her gift and said that it does not seem like it has been 25 years. It has been a joy to work with the staff and the public and to share a book with them.

**Library Activities**

**Public Services Librarian Report** - Received for information.

14-55 Moved by S. Poirier, seconded by M. van Weert that the St. Thomas Public Library Board approve Fines Amnesty for the month of September 2014; people may exchange an item of food for fine forgiveness, replacement cards with our anniversary card may be issued and accept returned overdue borrowed items without penalty. All food items will be donated to the food bank. CARRIED.

**Systems and Public Services Librarian Report** – Received for information.

**Visit to Toronto Public Library's Digital Innovation Hub & MakerKids** – Received for information.

S. Macintyre and H. Robinson continue to explore the possibilities of a maker space with Andrew Gunn. A. Gunn gave them a tour of the former Wellington Street School thinking that there might be space there for a maker space as it is only really occupied on one level. S. Macintyre and H. Robinson then met with A. Gunn and Christine Zimmerman from Fanshawe College. C. Zimmerman and S. Macintyre had gone for a tour of Maker Kids in Toronto together and reported on what they saw and discovered. S. Macintyre also toured the Maker Space at Toronto Public Library when she was in the City.

Members asked questions regarding costing, staffing, and space requirements.

**Friends Book Sales Report – June 2014** - Received for information.

It was noted that May's book sales are higher than May 2013.

**Friends Liaison Report - June 2014** - Received for information.

G. Grondin advised that S. Poirier could receive Jean Macpherson's telephone number.

**Reports - Standing Committees**

**Finance and Building and Grounds**

14-56 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to May 31, 2014. CARRIED.

Development Charges 2013 – Received for information.

Development Charges January to May 31, 2014 – Received for information.

Finance Committee Meeting – June 10, 2014 – Received for information.

- 14-57 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Finance Committee Meeting Minutes of June 10, 2014. CARRIED.
- 14-58 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Finance Committee’s recommendation that the expenditures of \$20,200 from “Where Needed Most”, for the following:
- Curved Front Book Display of \$2,000
  - Security Strips for DVDs of \$9,600
  - Plain End Panels for Shelves in Adult Department of approximately \$5,600
  - Furniture for Staff and Storage areas of approximately \$3,000
- CARRIED.
- 14-59 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board’s Trust Fund “Where Needed Most” account become Trust Fund “Public Service and Innovation” account. CARRIED.

Palmer Report – January to March, 2014 – Received for information.

It was noted that the Palmer funds are being well used by the library.

Southern Ontario Library Service – No report

Personnel and Public Relations – No report

Federation of Ontario Public Libraries – No report

**Correspondence** – There was no correspondence.

### **Other Business**

The Personnel and Public Relations Committee meeting to review the Library By-Laws will be held on Monday, June 23, 2014 at 4 p.m. in the Board Room.

The polo shirts that are being ordered will be here in time for the Business After 5 event.

S. Poirier volunteered to work with the Friends at the Seniors’ Picnic Day on July 9, 2014 at Pinafore Park.

The Business After 5 will be held at the Library on Wednesday, July 16, 2014.

**Adjournment**

14-60            Moved by K. Hoogstra, seconded by M. van Weert that the meeting adjourn  
                         at 4:35 p.m. CARRIED.

Next Meeting: September 17, 2014

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Chair

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Secretary