

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JUNE 19, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 19, 2013 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Terry Metcalf; Shirley Poirier; Kelly Hoogstra (4:38 p.m.)

Regrets: Wendy Crocker; Deb Laverty; David Warden

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

Guest: Emily Bergen, Government of Canada, Local History Assistant Summer Student

The CEO introduced Emily Bergen who will be working at the library until August 16, 2013.

Addition to Agenda

7.2 Extract from Council Minutes of June 10, 2013 re: DVD Cleaner

Approval of Agenda

13-51 Moved by M. van Weert, seconded by T. Metcalf that the agenda as amended, be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of May 15, 2013

13-52 Moved by T. Metcalf, seconded by S. Poirier that the Minutes of the Meeting of May 15, 2013 be approved with the following amendments:

- Motion 13-41, add highlighted section:
Moved by M. van Weert, seconded by T. Metcalf that the minutes of the Personnel Committee Meeting of May 7, 2013 be approved. CARRIED.
- Motion 13-44, delete highlighted section:
Moved by S. Poirier, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the recommendation that study rooms be made available to library members for educational purposes or on a first come first served basis, with reasonable limits/or length of time; that signage and publicity material indicate guidelines for use; and that staff have discretion to lock the rooms as considered necessary and that it be reviewed again. CARRIED.

CARRIED.

Reports - Staff

CEO's Report - Received for information.

Update

The Words and Music program will be held on the evening of September 25, 2013 at the Princess Avenue Playhouse. The author will be Ottawa mystery writer, Barbara Fradkin.

Author Kristen Den Hartog will be visiting the library during Ontario Public Library Week.

13-53 Moved by S. Poirier, seconded by M. van Weert that the St. Thomas Public Library Board approve the closing for two Staff Development days this year, August 29th, and a date in November, to be confirmed. CARRIED.

Library Activities Report - Received for information.

Social Media Report – Received for information.

The Board expressed their interest in the e-services statistics and social media report. They are looking forward to some highlights in a presentation at the September 18, 2013 Board meeting.

Friends Book Sales Report - Received for information.

T. Metcalf commented that the book sales are continually dropping since Zellers closed in the Elgin Mall.

Friends Report - March 2013 - Received for information.

The Horton Farmers' Market is doing well.

Reports - Standing Committees

Finance and Building and Grounds

The CEO advised that salaries and benefits are on target.

13-54 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to May 31, 2013. CARRIED.

Development Charges – December 31, 2012 – Received for information.

Development Charges – January to May 31, 2013 – Received for information.

Palmer Report January to March 2013 – Received for information.

The Millworker has fixed the Children's and Teens' Information Desk by placing metal around it, as the chair arms were hitting the edge.

Southern Ontario Library Service – No report.

Personnel and Public Relations – No report.

Federation of Ontario Public Libraries – No report.

Correspondence

Jeff Yurek, MPP, Minister's Award for Innovation and Angus Mowat Award for Excellence
– Received for information.

Extract from the Council Minutes of June 10th, 2013 re: DVD Cleaner – Distributed and received for information.

The CEO advised that checking in and out DVDs is very time consuming and they also only circulate for one week. Cleaning DVDs would take even longer. The Library has a DVD cleaner.

Other Business

Strategic Planning – Received for information.

The objectives identify, in broad strokes, the library's vision in the future. The objectives define where we want to go; our action items define how we are going to get there. Over the summer we will be working to develop action plans – those detailed plans that identify how we will be working toward our objectives over the next five years. It is a multi-year plan; some initiatives are already under way; others will be initiated soon, and others perhaps not for a few years.

"In Camera Session"

13-55 Moved by S. Poirier, seconded by T. Metcalf that the St. Thomas Public Library Board move, "In Camera" to discuss personal matters about an identifiable individual. CARRIED.

K. Hoogstra arrived at 4:38 p.m.

13-56 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

13-57 Moved by M. van Weert, seconded by T. Metcalf that the St. Thomas Public Library Board approve new responsibilities for Heather Robinson effective July 8, 2013 in consultation with Graham Dart. CARRIED.

Adjournment

13-58 Moved by L. Baldwin-Sands, seconded by K. Hoogstra that the meeting adjourn at 5:02 p.m. CARRIED.

Next Meeting: September 18, 2013

Chair

Secretary