

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JUNE 29, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 29, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Terry Metcalf, Vice-Chair; JoAnn Dunn; Joan Rymal; Kelly Hoogstra
Greg Grondin, Chair, via facetime

Regrets: Deanne Feenstra; Deb Laverty; Don Naylor; Steve Wookey

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Amber-Lyn
Sitland

Approval of Agenda

16-57 Moved by J. Dunn, seconded by J. Rymal that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of May 18, 2016

16-58 Moved by K.Hoogstra, seconded by G. Grondin that the Minutes of the
Meeting of May 18, 2016 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

A copy of the Neely News was distributed. There was a reception on June 29th, 2016, attended by approximately 20 people, in recognition that the Alma College Music Cabinet that was purchased by the Library from the Mary Ann Neely estate, is being moved permanently to the Elgin County Museum.

16-59 Moved by K. Hoogstra, seconded by J. Dunn that St. Thomas Public Library
will be closed October 24, 2016 for Staff Training Day. CARRIED.

Library Activities

Public Services Librarian Report - Received for information. The reports have been reformatted to reflect Strategic Directions.

Systems and Public Services Librarian Report – Received for information.

It was noted that there are two spelling corrections needed in the report: Second paragraph of the Enduring Relevance should be “appointments” not “appoints”, and the fourth paragraph should be “event” not “even”.

Friends Liaison Report - June 2016 - Received for information.

Friends Book Sales Report – May 2016 - Received for information.

It was noted that May 2016 revenue is up from May 2015.

Reports - Standing Committees

Finance

It was noted that the Neely account generates an average of \$2000 per month in interest. Discussion at a later date to determine how the interest should be spent was recommended. The estate taxes for the Neely estate were filed in May and additional money is expected.

- 16-60 Revenue and Expenditures Statement – May 31, 2016
Moved by G. Grondin, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement to May 31, 2016. CARRIED.
- 16-61 Trust Fund Statement Revised April 30, 2016
Moved by K. Hoogstra, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revised April 30, 2016 Trust Fund Statement CARRIED.
- 16-62 Trust Fund Statement May 31, 2016
Moved by J. Dunn, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the May 31, 2016 Trust Fund Statement CARRIED.

Southern Ontario Library Service – There was no report.

Personnel – It was noted that there are two committees, a Job Posting Committee and a Recruitment Committee. The CEO job posting closes July 15, 2016. There will be a retirement reception planned for the CEO. Details will follow. R. Denham will present her retirement letter at the September Board meeting with an October 31st retirement date.

Fundraising and Public Relations – Committee Minutes – May 12, 2016 including Fundraising Plan, received for information.

- 16-63 Moved by J. Rymal, seconded by K. Hoogstra that the Neely donation be divided as follows: 20% Materials
75% Building Renovations
5% Reserves be approved. CARRIED.

Federation of Ontario Public Libraries – There was no report

Correspondence – There was none

Policies

In the Rules of Conduct Policy, the sentence starting “We ask your co-operation...” the word “conductive” needs to be amended to “conducive”.

- 16-64 Rules of Conduct Policy
Moved by G. Grondin, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Rules of Conduct Policy as amended.
CARRIED.
- 16-65 Criminal Records Check Policy
Moved by J. Rymal, seconded by G. Grondin that the St. Thomas Public Library Board approve the revised Criminal Records Check Policy.
CARRIED.
- 16-64 Regulations – Schedule of Fees and Fines
Moved by K. Hoogstra, seconded by J. Dunn that the St. Thomas Public Library Board approve the revised Schedule of Fees and Fines Regulation.
CARRIED.
- 16-65 Purchasing and Tendering Procedures, By-Law #69-2016
Moved by Kelly Hoogstra, seconded by Joan Rymal that the St. Thomas Public Library Board approve the revised City of St. Thomas Purchasing and Tendering Procedures, By-Law #69-2016. CARRIED.

Health and Safety – There was no report

Other Business

Strategic Planning Session Follow Up

Strategic Planning Day Summary Report - Received for information.

Ad Hoc Strategic Planning Committee Minutes - Received for information.

- 16-66 Strategic Planning Follow Up
Moved by G. Grondin, seconded by K. Hoogstra that the St. Thomas Public Library Board table the discussion on the Strategic Plan until the September meeting. CARRIED.

Adjournment

- 16-67 Moved by G. Grondin, seconded by J. Rymal that the meeting adjourn at 4:45 p.m. CARRIED.

Next Meeting: September 21, 2016

Chair

Secretary