

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MARCH 13, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 13, 2013 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Wendy Crocker; Kelly Hoogstra; Terry Metcalf; Shirley Poirier

Regrets: Deb Laverty; David Warden

Staff: Rudi Denham, CEO; Paul Blower; Heather Robinson; Terri Scott;

Guests: Tyson Macklin, E-Services Specialist and Amanda Higham, Youth Employment Program student

T. Macklin and A. Higham were introduced to the Board. T. Macklin began on March 11, 2013 and A. Higham will be at the Library until July 2013 assisting all departments.

Approval of Agenda

13-21 Moved by S. Poirier, seconded by W. Crocker that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of February 13, 2013

13-22 Moved by M. van Weert, seconded by K. Hoogstra that the Minutes of Meeting of February 13, 2013 be approved. CARRIED.

Reports - Staff

CEO's Report - Received for information.

The CEO reported that staff are struggling to maintain technology and building services without Paul Giza, former Building and Systems Manager who has retired and Peter Atkinson, former E-Services Specialist who has relocated. She is happy to have on staff Tyson Macklin, the new E-Services Specialist. T. Macklin has met with Todd Everest and Chris Andersen from the City regarding infrastructure issues.

L. Baldwin-Sands declared a conflict of interest and will not attend the City of St. Thomas Civic Awards.

A discussion took place regarding the staff report of Revitalization Project deficiencies. The Library has until March 20, 2013 to submit a written list of deficiencies for John Knox, Chamberlain Architect Services Limited. J. Knox is not accepting responsibility for design

flaws and it is not K & L Construction (Ontario) Ltd.'s responsibility. W. Crocker suggested approaching the Better Business Bureau. The Board agreed to direct staff to write a letter documenting the main concerns, including a lack of communication and design concerns, such as inadequate light in areas where the ceiling is low, and the elimination of all source of heat in the front stair well. L. Baldwin-Sands suggested that a copy of the letter be sent to the Mayor and City Council. It was agreed that the Board will not give a letter of reference to the architects.

L. Baldwin-Sands stated that future Capital requests will address the shortcomings in the architect's work.

Library Activities Report - Received for information.

Departments are busy with day-to-day activities. Additional outreach is taking place.

Friends Book Sales Report - Received for information.

Book sales in 2012 were successful but the new location at the Elgin Mall has more expenses.

Friends Report - March 2013 - Received for information.

The Library received \$10,000 from the Friends in February 2013.

Reports - Standing Committees

Finance and Building and Grounds

Library Revitalization Capital Projects Report TR 06-13 by Bill Day, City Treasurer - Received for information.

T. Metcalf reported that the lighting, roof recoat, revitalization Capital accounts had a shortfall. There are no funds available from the Trust Fund.

12-23 Moved by T. Metcalf, seconded by S. Poirier that the balance remaining in the Building Reserves be set aside for the telephone system replacement, plus the City's annual transfers to the Library Building Reserve Fund of \$5,000 be used to eliminate the revitalization over-expenditure in the near future. CARRIED.

2013 Operating Budget

13-24 Moved by T. Metcalf, seconded by M. van Weert
- That the City will be responsible for IT Support to the Library, and that,
- The Library request for City Funding be reduced by approximately \$27,000 to eliminate a part-time E-Services Technician, and
- That the total requested from the City be \$1,867,000.
CARRIED.

STPL Financial Information 2012 - Received for information.

The Library is hosting the City's Budget Open House in the George Thorman Local History Room on Tuesday, March 19, 2013 from 4 p.m. to 7 p.m. Panels with information from each City Department are already on display, and will remain until the March 25th Budget meeting. Some City Councilors and staff will be attending.

Correspondence

Ministry of Citizenship and Immigration - Ontario Volunteer Service Awards for STPL - Received for information.

Ministry of Citizenship and Immigration - Ontario Volunteer Service Awards for Friends of STPL - Received for information.

Other Business

Policies

Job Description - Cleaner Policy - Received for information.

The City may take greater responsibility for building maintenance.

12-25 Moved by M. van Weert, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Job Description Cleaner policy. CARRIED.

Performance Planning and Appraisal Policy, CEO - Draft - Received for information.

12-26 Moved by T. Metcalf , seconded by M. van Weert that the St. Thomas Public Library Board approve the Performance Planning and Appraisal Policy, CEO policy. CARRIED.

Strategic Planning

Minutes of February 26, 2013 - Received for information.

12-27 Moved by K. Hoogstra, seconded by S. Poirier that the St. Thomas Public Library Board approve the Strategic Planning Minutes of February 26, 2013. CARRIED.

Presentation - The following items were distributed and received:

- Draft Strategic Directions
- Strategic Plan Update March 2013
- Library Service Responses

The CEO presented an update of the Strategic Planning process of where the Library is at now - which is determining goals, objectives, and library roles.

After the last strategic planning meeting, H. Robinson and the CEO worked on some draft directions, using words that have been echoed throughout the process so far: such as innovation, space and outreach. They also tried to incorporate feedback from our various sessions, and threads from the City's draft plan. The draft directions were presented for review, and will be fine-tuned before approval.

The Board was asked to select the three most important ways they can serve our community on the Library service response sheets. Staff will also be asked to select their choices.

The next step is to review the top four or five choices, and confirming that these roles are the best ones to focus on in the next 5 years.

The next Strategic Planning Committee will be held next week.

Enclosures

Library News - Municipal World - Public Libraries and Accreditation - Received for information.

The CEO will present an accreditation report at the next meeting.

L. Baldwin-Sands asked if items on the deficiencies list were presented to the architect. The CEO replied that the architect did not properly address the lighting issue, or all accessibility issues (eg. Circulation Desk) or offer the support necessary to manage the project effectively. T. Metcalf suggested that a letter be sent to K & L Construction (Ontario) Ltd. to thank them for their assistance.

Adjournment

13-28 Moved by T. Metcalf, seconded by K. Hoogstra that the meeting adjourn at 5:00 p.m. CARRIED.

Next Meeting: April 17, 2013

Chair

Secretary