

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MARCH 16, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 16, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn;
Deanne Feenstra; Don Naylor; Joan Rymal

Regrets: Kelly Hoogstra; Deb Laverty; Steve Wookey

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

Approval of Agenda

16-19 Moved by J. Dunn, seconded by J. Rymal that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Website Demonstration – Sarah Macintyre – Postponed until the April 20, 2016 meeting.

Minutes of February 17, 2016

16-20 Moved by D. Naylor, seconded by D. Feenstra that the Minutes of the Meeting of February 17, 2016 be approved. CARRIED.

Matters Arising from the Minutes – Posting of the Administrative Coordinator's position will be posted on the City's website on March 17 and in the newspaper the week of March 21.

Reports - Staff

CEO's Report - Received for information.

April 2, 2016 Donor Event – "Spring in Paris"

The CEO reported that there will be a harpist and James Meadows will be catering.

16-21 Moved by J. Dunn, seconded by J. Rymal that the St. Thomas Public Library Board approve the closing for a Staff Development Day on Wednesday, May 4, 2016. CARRIED.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

2016 Superconference Report – Eric Liebrechts – Received for information.

2016 Superconference Report – Stephanie Holt – Received for information.

2016 Superconference Report – Becky Stark – Received for information.

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

Friends Liaison Report - March 2016 - Received for information.

Reports - Standing Committees

Finance

Revenue and Expenditure Statement – February 29, 2016 – Received for information.

16-22 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January 1 to February 29, 2016. CARRIED.

Trust Funds Statement – February 29, 2016 – Received for information.

16-23 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Trust Funds Statement January 1 to February 29, 2016. CARRIED.

Southern Ontario Library Service – The next meeting will be held on Saturday, April 11 from 10 a.m. to approximately 1 p.m. at the St. Thomas Public Library. Please advise T. Metcalf if you will be attending.

Personnel – There was none.

Fundraising and Public Relations – There was none.

Federation of Ontario Public Libraries – There was none.

Correspondence – There was none.

Policies

Wireless Internet Use Policy – Received for information.

There was some discussion on how to track wifi use, and how to confirm that the policy was being followed. Also, the reach of our wifi was questioned. It likely reaches outside the door, but not far.

16-24 Moved by T. Metcalf, seconded by D. Feenstra that the St. Thomas Public Library Board approve the Wireless Internet Use policy. CARRIED.

Health and Safety – There were no reports.

Other Business

Incident Report Summary 2015 – Received for information.

The Board discussed the incident report summary, and wanted to confirm that staff were trained to handle the increasing number of customers with mental health issues.

“In Camera” Session

16-25 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board move, “In Camera” to discuss personal matters about identifiable individual. CARRIED.

16-26 Moved by J. Rymal, seconded by T. Metcalf that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.

The Board Chair and Personnel Committee Chair will meet with City Human Resources Director to discuss personnel issues.

Adjournment

16-27 Moved by J. Rymal, seconded by D. Feenstra that the meeting adjourn at 4:48 p.m. CARRIED.

Next Meeting: April 20, 2016

The June 2016 meeting has been changed to Wednesday, June 29, 2016.

Chair

Secretary