

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MARCH 19, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 19, 2014 in the Board Room, St. Thomas Public Library.

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

Regrets: Deb Laverty, Don Naylor

Staff: Rudi Denham, CEO; Heather Robinson; Glenda Sikora; Darlene Vreman

Distributed at Meeting

- Tell us your Library Story pamphlet – 130th Anniversary
- STPL Annual Community Report 2013

Approval of Agenda

Additions to Agenda

7.1 Correspondence

Ministry of Citizenship and Immigration – STPL’s Ontario Volunteer Service Awards

7.2 Ministry of Citizenship and Immigration – Friends of STPL Ontario Volunteer Service Awards

7.3 Ministry of Citizenship and Immigration – Lincoln M. Alexander Award 2014

8.1.3 Policies - Job Description

Outreach and Community Development Librarian

MOTION

6.1 Finance and Building and Grounds – In Camera Session

6.3 Personnel and Public Relations – In Camera Session

Order of Agenda – the following order will be reversed

Section 5 – Reports – Staff

Section 6 - Reports – Standing Committees

14-18 Moved by K. Hoogstra, seconded by T. Metcalf that the agenda be adopted, as amended. CARRIED.

Declaration of Interest - There was none declared.

Introduction – Darlene Vreman, Library Assistant 1

H. Robinson, Public Services Librarian introduced Darlene who works in the Children’s and Teens’ Services department. Darlene recommends purchases for the Kidspot and playhouse. H. Robinson advised the Board that Darlene is definite asset to the Library staff. L. Baldwin- Sands thanked Darlene for her work with the playhouse. She stated that is was a good idea to incorporate the fairy tales as it seems to have sparked an interest in reading fairy tales and reading in general and is great to see.

Minutes of February 19, 2014

- 14-19 Moved by D. Warden, seconded by T. Metcalf that the Minutes of the Meeting of February 19, 2014 be approved. CARRIED.

Matters Arising from the Minutes

Social Media Policy

At the February 19, 2014 Board meeting, the Board asked if we had related our social media policy to that of the City. Upon investigation, the CEO advised that the City does not have a social media policy at this time, although the development of such a policy is in the works. We will share our policy with the City.

Reports - Standing Committees

Finance and Building and Grounds

2014 Draft Operating Budget Revised March 7, 2014 – Received for information.

In Camera Session”

- 14-20 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board move, “In Camera” to discuss labour relations or employee negotiations. CARRIED.
- 14-21 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.
- 14-22 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the March 7, 2014 revised draft 2014 Operating Budget requesting the amount of \$1,958,850 from the City of St. Thomas. CARRIED.

Capital Projects

- 14-23 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board accept City Council’s directive for the Library’s Capital Project skylight replacement. CARRIED.

Southern Ontario Library Service – There was no report.

Federation of Ontario Public Libraries – There was no report.

Reports - Staff

CEO’s Report - Received for information.

The CEO advised that there are a number of Capital Projects in process. The roof door leaks and will be replaced in May. The skylights will be replaced in June causing some service disruption, but the Library will remain open. One of the air conditioning/heating units will be replaced in July.

In response to a question, the CEO updated the Board on progress on the glass canopy at the front entrance. The City is checking that the design was appropriate, and whether the design was implemented as specified. We are also requesting estimates for replacement. The City is assuming that the repair will be paid for by those that installed or designed it, rather than the library.

The CEO advised that the Library's lighting standards require replacement and will be included in 2015 Capital requests.

L. Baldwin-Sands advised that City Council has passed one third of the high efficiency street lighting under Capital Project II. The CEO was advised to discuss this with Environment Services.

Library Activities

Public Services Librarian Report – Received for information.

T. Metcalf departed at 4:35 p.m.

Systems and Support Services Librarian – Received for information.

Friends Book Sales Report – March 2014 - Received for information.

In February 2014, there was an increase book sales as the Friends had a book sale.

Friends Liaison Report - March 2014 - Received for information.

Correspondence

.Ministry of Citizenship and Immigration – STPL's Ontario Volunteer Service Awards – Received for information.

The awards ceremony will be held on April 25, 2014 at the Marconi Club on Clarke Road in London, Ontario. L. Baldwin-Sands advised of a spelling error. G. Sikora will have the Ministry make the change.

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

The ceremony will be held on April 24, 2014 at the Marconi Club. G. Grondin advised that he is not able to attend.

Ministry of Citizenship and Immigration – Lincoln M. Alexander Award 2014 – Received for information.

Other Business

Policies - Job Descriptions

Circulation – Circulation Support – Level 1 – Received for information.

14-24 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board approve the Circulation Support – Level 1 job description. CARRIED.

Circulation – Circulation Support – Level 2 – Received for information.

14-25 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board approve the Circulation Support – Level 2 job description. CARRIED.

Outreach and Community Development Librarian – Received for information.

14-26 Moved by M. van Weert, seconded by S. Poirier that the St. Thomas Public Library Board approve the Outreach and Community Development Librarian job description. CARRIED.

The CEO advised that the Outreach and Community Development Librarian position will be posted as soon as we receive the results of the Joint Job Evaluation.

Policies

Regulations: Schedules of Fees and Fines – Received for information.

14-27 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board approve the Regulations: Schedules of Fees and Fines. CARRIED.

Circulation Policy – Received for information.

14-28 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board approve the Circulation Policy. CARRIED.

Personnel and Public Relations

In Camera Session”

14-29 Moved by D. Warden, seconded by M. van Weert that the St. Thomas Public Library Board move, “In Camera” to discuss personal matters about an identifiable individual. CARRIED.

- 14-30 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.
- 14-31 Moved by M. van Weert, seconded by S. Poirier that the St. Thomas Public Library Board approve that, effective immediately, CEO Rudi Denham be accorded six (6) weeks of vacation time per year in accordance with her 30 years of library experience. CARRIED.

Tell us your Library Story pamphlet – 130th Anniversary

M. van Weert encouraged Board members and City Council members to contact members of the community to submit their library stories for our 130th Anniversary. A book of library stories will be published and printed as copies are purchased.

Adjournment

- 14-32 Moved by D. Warden, seconded by K. Hoogstra that the meeting adjourn at 4:49 p.m. CARRIED.

Next Meeting: April 17, 2014

Chair

Secretary