

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MARCH 25, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:00 p.m. on Wednesday, March 25, 2015 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Don Naylor; Joan Rymal; Steve Wookey; Deb Laverty (4:17 p.m.)

Regrets: Jacqueline De Leebeeck; Deanna Feenstra

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

Approval of Agenda

15-16 Moved by D. Naylor, seconded by J. Dunn that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Training

Session Two: Board Roles and Responsibilities; By-laws: Overview of Planning Process; Key Library Documents
Module 2: Public Libraries in Ontario
Module 3: Legislative Authority
Module 4: Role of the Board
Module 8: Planning

SOLS Library Board Development Kit – Discussion: Learning about your own library - Pages 29 and 30 – Completed by CEO and distributed.

Training focused on the Board role, the Planning process, Key documents, and CEO functions. A power point presentation was supplemented by chapters in the SOLS Board Development Manual.

D. Laverty arrived at 4:17 p.m.

The SOLS manual identified three primary board roles: Advocacy, hiring and managing the CEO, and setting the library's direction and purpose. In their advocacy role, the Board represented the library during budget meetings and they will also be presenting the Library's 2014 Annual Report. Board members also communicate to our community partners by speaking to community groups. Becky Stark, Outreach and Community Development Librarian is also our liaison to the community.

In managing the CEO, the Board's Personnel Committee will be conducting the CEO's performance appraisal later in April.

Policy review and planning are part of the Board's role in setting the library's purpose and direction.

The 2013- 2017 Strategic Plan *Imagine the Future*, was briefly reviewed. The Board was reminded that the 4 key directions are:

- Enduring Relevance;
- Creating Connections;
- Service Excellence; and
- Versatile Spaces.

The last training session of Modules 7, 9 and 10 will be in April, though some new Board members were missing at each session, and there will need to be a "make-up" session.

Minutes of February 18, 2015

15-17 Moved by T. Metcalf, seconded by J. Rymal that the Minutes of the Meeting of February 18, 2015 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

Update

The elevator company is trying to obtain a part to fix the vintage elevator and hopefully it will be fixed and running by early next week. It was noted that the elevator would need to be replaced at some point.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

S. Macintyre will provide a backgrounder report regarding the Makerspace at the April meeting.

Self Serve Lending Report – Received for information.

A discussion took place regarding where and what type of self serve lending machine our library might be able to purchase.

Outreach and Community Development Librarian Report - Received for information.

Update

The library has been invited to participate in the Iron Horse Festival:

- This is a large community event featuring entertainment for all ages, vendors, informational booths from community organizations of all kinds, and a special “Kids Junction” area specifically for families with children. The library has been invited to be a part of the Kids Junction, offering information about library programs as well as crafts, games, and literacy-related activities for kids.

A discussion regarding how to improve the number of students who have Library cards at St. Thomas schools was discussed.

Ontario Library Association Superconference 2015 Summary Reports – Received for information.

G. Grondin thanked staff for attending and writing their reports.

Friends Book Sales Report – February 2015 - Received for information.

Friends Liaison Report - March 2015 - Received for information.

The Friends have donated an additional \$3,000 to the Library in 2015.

Thank you letter to the Friends from STPL – Received for information.

Reports - Standing Committees

Finance

Members of the Finance Committee are T. Metcalf, J. Dunn and D. Feenstra.

Board members were encouraged to attend a City Council Budget Open House on Thursday, March 26, 2015 from 5 to 7 p.m. in the Library’s Local History Room.

The City Council 2015 Operating Budget approval meeting will be held on March 30, 2015.

Southern Ontario Library Service

T. Metcalf advised that there are two meetings per year at different libraries in the region.

Personnel

Members of the Personnel Committee are D. Naylor and J. Rymal. The committee needs to set up a meeting for the CEO’s performance appraisal, and R. Denham will make arrangements.

Public Relations and Fundraising

Members of the Public Relations and Fundraising Committee are D. Lavery, S. Wookey and Jacqueline De Leebeek.

G. Grondin advised that Board members attended a fundraising session at OLA Superconference by Colleen Harris of London Public Library. It was suggested that the Board ask C. Harris to make her presentation to the Board and some staff. The CEO will contact her regarding how long her presentation will be and what dates she has available.

The CEO will arrange a visioning session with the Board in the fall with Anne Marie Madziak, SOLS Consultant.

Federation of Ontario Public Libraries – There was no report.

Correspondence

Ministry of Citizenship and Immigration re: Ontario Volunteer Service Awards Nomination Acknowledgement for STPL – Received for information.

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

Southern Ontario Library Service re: Trustee Council Appointment – Received for information.

Policies – There were no policies.

Other Business

STPL 2014 Annual Community Draft Report – Distributed and received for information.

The Board approved in principle the draft STPL 2014 Annual Community report.

Cathy Grondin

G. Grondin's wife Cathy will be receiving the "June Callwood Outstanding Achievement Award for Voluntarism" at a ceremony in Toronto on April 14, 2015. Cathy is one of 18 recipients from across the province. The awards will be presented by the Honourable Michael Chan, Minister of Citizenship, Immigration and International Trade.

Adjournment

15-18 Moved by D. Lavery, seconded by J. Dunn that the meeting adjourn at 5:14 p.m. CARRIED.

Next Meeting: April 15, 2015 at 4 p.m.

Chair

Secretary