

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MAY 15, 2013

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

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

Regrets: Wendy Crocker

Staff: Rudi Denham, CEO; Heather Robinson; Terri Scott; Glenda Sikora

Guests: Rosemarie Johnson-Clarke and Tammy Burston

Approval of Agenda

13-38 Moved by D. Warden, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Introduction – Rosemarie Johnson-Clarke and Tammy Burston

H. Robinson introduced and welcomed R. Johnson-Clarke, Casual Circulation Support – Level 1 recently promoted to Temporary Library Assistant 1 for a maternity leave replacement in the Children’s and Teens’ Services department and Tammy Burston, Circulation Support – Level 1. Both employees have passed their probationary period.

City of St. Thomas – 40th Honours & Awards

G. Grondin presented M. van Weert and T. Metcalf their pins as members of the Library’s Fundraising Committee as they were unable to attend the banquet. They received a round of applause. Pictures taken at the banquet were passed around as well as the plaque that the committee received from the City. The plaque will be hung in the Board Room.

Minutes of April 17, 2013

13-39 Moved by D. Warden, seconded by M. van Weert that the Minutes of Meeting of April 17, 2013 be approved. CARRIED.

Reports - Staff

CEO’s Report - Received for information.

Additions

Interviews for the part-time 15 hours Library Assistant 1 position were held on May 14 and interviews for the Temporary part-time Casual Circulation Support – Level 1 position will be held on May 16, 2013.

The next strategic planning meetings will be held on May 21 and June 11.

In a response to a question, the CEO reported that we are locked into the SirsiDynix and Ontario Library Consortium contract until 2015, when it expires.

Accreditation Report – Received for information.

Regarding the non-policy requirements for accreditation, there may not be enough Board involvement in community events, nor interaction with Council, other than at budget request time. The 2012 Annual Report will be going to Council at a June 2013 meeting.

Library Activities Report - Received for information.

Additions

There are ongoing electrical issues, such as power to the fan in the upstairs washroom.

Friends Book Sales Report - Received for information.

Friends Report - March 2013 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

13-40 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to April 30, 2013. CARRIED.

Southern Ontario Library Service

SOLS Report – April 20, 2013 – Received for information.

Personnel and Public Relations

Personnel Committee Meeting – May 7, 2013 – Received for information.

13-41 Moved by M. van Weert, seconded by T. Metcalf that the Minutes of the Personnel Committee Meeting of May 7, 2013 be approved. CARRIED.

Federation of Public Libraries

FOPL Report – April 19, 2013 – Received for information.

Correspondence

Jeff Yurek, MPP – 2013 Ontario Senior Achievement Awards – Received for information.

Ministry of Citizenship and Immigration – 2013 Ontario Medal for Good Citizenship – Received for information.

City of St. Thomas – Honours and Awards Photographs – Received for information.

St. Thomas Community Volunteer Income Tax Program – Received for information.

Other Business

Policies

Job Description – Caretaker 1 – Received for information.

13-42 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Job Description Caretaker 1 policy. CARRIED.

Job Description – Caretaker 2 – Received for information.

13-43 Moved by S. Poirier, seconded by D. Warden that the St. Thomas Public Library Board approve the Job Description Caretaker 2 policy. CARRIED.

Study Room Policy Recommendation – Received for information.

13-44 Moved by S. Poirier, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the recommendation that study rooms be made available to library members for educational purposes on first come first served basis, with reasonable limits/or length of time; that signage and publicity material indicate guidelines for use; and that staff have discretion to lock the rooms as considered necessary and that it be reviewed again. CARRIED.

Strategic Planning Committee Meeting – May 7, 2013 – Received for information.

13-45 Moved by L. Baldwin-Sands, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Minutes of the Strategic Planning Committee meeting of May 7, 2013. CARRIED.

"In Camera" Session

13-46 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board move, "In Camera" to discuss personal matters about an identifiable individual. CARRIED.

13-47 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

13-48 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the new professional librarian position for Systems and Support Services. CARRIED.

13-49 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve in principle the draft Management Structure of key responsibilities of professional staff. CARRIED.

Adjournment

13-50 Moved by D. Warden seconded by M. van Weert that the meeting adjourn at 4:51 p.m. CARRIED.

Next Meeting: June 19, 2013

Chair

Secretary