

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MAY 18, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 18, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Terry Metcalf (Acting Chair), JoAnn Dunn; Deanne Feenstra; Deb Laverty; Don Naylor; Joan Rymal; Greg Grondin (via FaceTime).

Regrets: Deb Laverty, Steve Wookey, Kelly Hoogstra

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

Approval of Agenda

16-43 Moved by D. Naylor, seconded by J. Dunn that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Presentation – 2015 Financial Statements and 2015 CRA Registered Charity Information Return – Graham Scott Enns, LLP

John Scott presented the 2015 financial statements and responded to general questions. There were no concerns.

16-44 Moved by J. Rymal, seconded by D. Feenstra that the St. Thomas Public Library Board approve the 2015 St. Thomas Public Library Board Audited Financial Statements. CARRIED.

16-45 Moved by J. Rymal, seconded by D. Naylor that the St. Thomas Public Library Board approve the 2015 St. Thomas Public Library Board CRA Registered Charity Information Return. CARRIED.

Minutes of April 20, 2016

The minutes should reflect the date of the June meeting as June 29, 2016.
The Reference committee update in the CEO's report should read:

At the Reference Committee Meeting of April 18, 2016, City Manager Wendell Graves discussed a proposal for the Public Space Analysis, Curtis Street Block.

16-46 Moved by J. Rymal, seconded by J. Dunn that the Minutes of the Meeting of April 20, 2016 be approved as amended. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

The CEO updated the Board on plans to take much of her remaining vacation during the summer months. No acting CEO will be appointed. Management staff will make any required decisions in the CEO's absence. She will leave contact information so she can be reached if necessary.

The CEO advised the Board that she, Terry Metcalf, Heather Robinson, and Sarah Macintyre, had met with Ron Koudys, who is both an urban Planner and Landscape Architect about the future of the Curtis street block. Further information to follow.

G. Grondin advised the Board that the former staff member in the photograph was Marg Stafford.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

Friends Liaison Report - May 2016 - Received for information.

The Board was informed that funding for the summer student position has been approved for the Friends.

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

The Board questioned whether the total sales shown for the end of May included the April 30 book sales total. The Friends Liaison will clarify.

Reports - Standing Committees

Finance

16-47 Moved by J. Dunn, seconded by G. Grondin that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to April 30, 2016. CARRIED.

Southern Ontario Library Service

SOLS Report - April 16, 2016 - Received for information

Report to SOLS - April 16, 2016 - Received for information

Personnel

A committee composed of J. Rymal, D. Naylor, T. Metcalf and Greg Grondin are moving forward in the CEO replacement process, reviewing the job description and preparing the posting.

Fundraising and Public Relations

Fundraising and Public Relations Committee Minutes - May 12, 2016 - Received for information

Fundraising Interest Group (F.R.I.G.) Report - Received for information

Federation of Ontario Public Libraries - Received for information

Correspondence

Donna Roberson Re: Alma College International Alumnae Association - Received for information

Glenda Sikora - Re: Card of thanks for Board retirement gift - Received for information

Policies

Job Description - Caretaker 1

16-48 Moved by G. Grondin, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Caretaker 1 job description. CARRIED.

Job Description - Caretaker 2.

16-49 Moved by G. Grondin, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Caretaker 2 job description. CARRIED.

General Finance Policy

There was discussion on a line reading "Delete this paragraph". Line to be deleted.

16-50 Moved by J. Dunn, seconded by D. Feenstra that the St. Thomas Public Library Board approve the General Finance policy as amended. CARRIED.

Sponsorship Policy

The Board recommended changes to the formatting fo the bullets, and that "terminate without notice" be added to the paragraph on sponsorship agreement.

- 16-51 Moved by G. Grondin, seconded by J.Dunn that the St. Thomas Public Library Board approve the revised Sponsorship policy as amended. CARRIED.

Fund Development and Gift Acceptance – Received for information.

- 16-52 Moved by J. Rymal, seconded by D. Naylor that the St. Thomas Public Library Board approve the Fund Development and Gift Acceptance policy. CARRIED.

Art in the Library Policy – Received for information.

- 16-53 Moved by J. Dunn, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Art in the Library policy. CARRIED.

Job Description - eServices Technician – Received for information.

- 16-54 Moved by J. Rymal, seconded by G. Grondin that the St. Thomas Public Library Board approve the revised eServices job description. CARRIED.

Health and Safety

Joint Health and Safety Committee Report - Received for information

AED was clarified to refer to Automated External Defibrillator

Other Business

Board Chair Absence

- 16-55 Moved by J. Dunn, seconded by D. Naylor that the St. Thomas Public Library Board approve the Board Chair absence for health reasons. CARRIED.

Adjournment

- 16-56 Moved by J. Rymal, seconded by D. Naylor that the meeting adjourn at 5:10 p.m. CARRIED.

Next Meeting: June 28, 2016

Chair

Secretary