

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
MAY 20, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 20, 2015 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn, Don Naylor; Joan Rymal; Steve Wookey, Deb Laverty (4:20 p.m.)

Regrets: Deanne Feenstra; Jacqueline De Leebeeck

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

Guest: Scott Trevors, C.A., Graham Scott Enns, LLP

Approval of Agenda

15-25 Moved by T. Metcalf, seconded by D. Naylor that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Presentation – 2014 Financial Statements and 2014 CRA Registered Charity Information Return – Scott Trevors, Graham Scott Enns, LLP

S. Trevors reviewed the 2014 Financial Statements page by page. He indicated that there was no surplus or deficit. S. Trevors noted on page 3 that the Salaries and Benefits were higher due to the wage increases, retroactive payments and Sick Time payouts.

In answer to a question, the Library's investments are restricted to Guaranteed Investment Certificates.

D. Laverty arrived at 4:20 p.m.

In answer to another question, the Library's Trust Funds expenditures are used according to the donors' wishes and if undesignated according to the Boards' discretion.

15-26 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the 2014 St. Thomas Public Library Board Audited Financial Statements. CARRIED.

S. Trevors explained that the 2014 CRA Registered Charity Information Return documents indicates the Board members contact information and the library's financial status.

15-27 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the 2014 St. Thomas Public Library Board CRA Registered Charity Information Return. CARRIED.

Minutes of April 15, 2015

15-28 Moved by D. Naylor, seconded by J. Rymal that the Minutes of the Meeting of April 15, 2015 be approved, with the following amendment:

Page 3 – Revenue and Expenditure Statement – March 31, 2015

T. Metcalf advised the Board that Machine Readable Media and Technical Services are generally one **time** payments, and spent early in the year. CARRIED.

Matters Arising from the Minutes – There were none.

Reports - Staff

CEO's Report - Received for information.

JJEC Terms of Reference

Although we had hoped to have the Joint Job Evaluation Committee Terms of Reference ready sooner, we are still working on them for Board approval.

Staff Development Day

15-29 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the closing of the library for a Staff Development Day on Wednesday, June 3, 2015. CARRIED.

Canada 150 Community Infrastructure Program” - Letter from Stephen Harper

The CEO read the following portion of the announcement.

“In 2017, Canada will mark the 150th anniversary of Confederation. This milestone will provide an opportunity to celebrate Canada’s history, heritage, values and future. It is a historic opportunity for Canadians to connect with our past, celebrate our achievements and create a lasting legacy.

“To this end, on May 15, 2015, Prime Minister Stephen Harper announced \$150 million for the new Canada 150 Community Infrastructure Program, which will provide significant support for community and cultural infrastructure across the country as a way to celebrate Canada’s sesquicentennial.

“The program will provide support for the renovation, expansion and rehabilitation of existing infrastructure that provides community and cultural benefits for the public. Projects under the following categories may be eligible: community centres (including Royal Canadian

Legions), cultural centres and museums, parks, recreational trails, libraries, recreational facilities, tourism facilities, docks, cenotaphs and other existing community infrastructure.”

The City Department Heads will be discussing possible projects at the management meeting of May 21, 2015.

Elevator – There is no update.

Update - Leaking Roof

There are two issues regarding the roof. One is that the roof surface is inappropriate for a flat roof that is walked upon and the other issue is that there was damage to the roof caused by the skylight installation. We are working with City Property Maintenance staff to determine whether the additional cost of repairs should be covered by the installers.

Library Activities

Public Services Librarian Report - Received for information.

H. Robinson reported that the Library has received from the Ontario Genealogical Society, Elgin Branch a donation of \$500 to be used towards the purchase of a new reader printer.

The Board noted that the Public Services Librarian’s report was very good.

Systems and Public Services Librarian Report – Received for information.

ILS Migration

Staff are making progress regarding access to the Library’s database from the OLC Hosting provider. A letter from the Library’s lawyer is being pursued.

Creators’ Community Proposal – Received for information.

In an answer to a question, the costs for 3D prints and vinyl cuts reflects today’s costs and is open for review in the future.

Lending Laptop Proposal – Received for information.

S. Macintyre clarified that the laptops will be lent to the public for inhouse use only. Envisionware regulates the time of the session and the Deep Freeze software deletes the history and reverts it back to default mode.

Outreach and Community Development Librarian Report - Received for information.

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

Friends Liaison Report - May 2015 - Received for information.

Reports - Standing Committees

Finance

Revenue and Expenditure Statement – January 1 to April 30, 2015 – Received for information.

15-30 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to April 30, 2015. CARRIED.

Trust Fund Report – April 30, 2015 – Received for information.

15-31 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Trust Fund Report of April 30, 2015. CARRIED.

Appointment of the Auditors

15-32 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board appoint the firm of Graham Scott Enns, LLP auditors for the fiscal year 2015. CARRIED.

Southern Ontario Library Service

SOLS Report – April 25, 2015 – Received for information.

SOLS – We ensure libraries meet a minimum standard of service – Received for information.

SOLS – We ensure libraries have equitable access to worldwide library collections and e-resources – Received for information.

SOLS – We ensure that libraries have well-informed and skilled staff – Received for information.

Board members congratulated T. Metcalf who was elected the SOLS Council Chair.

Personnel

Personnel Committee Minutes – April 21, 2015 – Received for information.

15-33 Moved by D. Naylor, seconded by J. Rymal that the St. Thomas Public Library Board approve the Personnel Committee Minutes of April 21, 2015. CARRIED.

Public Relations and Fundraising

Public Relations and Fundraising Minutes – May 12, 2015 – Received for information.

15-34 Moved by T. Metcalf, seconded by J. Dunn that the Public Relations and Fundraising Committee Minutes of May 12, 2015 be approved. CARRIED.

It was noted that a Victoria Tea and year-end Gala are proposed as special events.

Federation of Ontario Public Libraries – No report.

Correspondence

Ray Kneeshaw Re: Thank you for Board Room Naming and Plaques in memory of Carolyn Kneeshaw – Received for information.

Terry and Margie Metcalf Re: Thank you for flowers due to passing of Father-in-Law – Received for information.

Ministry of Citizenship, Immigration and International Trade Re: Ontario Medal for Good Citizenship – Received for information.

St. Thomas Community Volunteer Income Tax Program Re: Letter of Thanks – Received for information.

Policies

Dress Code Policy – Received for information.

15-35 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Dress Code policy. CARRIED.

Volunteer Policy – Received for information.

15-36 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Volunteer policy. CARRIED.

Technology Lending Guidelines and Agreement Policy – Received for information.

S. Macintyre noted that the laptops are available for training sessions anywhere in the Library.

S. Wookey departed at 4:45 p.m.

15-37 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Technology Lending Guidelines and Agreement. CARRIED.

Regulations – Schedule of Fines and Fees Policy – Received for information.

15-38 Moved by J. Rymal, seconded by T. Metcalf that the St. Thomas Public Library Board approve the revised Regulations – Schedule of Fines and Fees policy. CARRIED.

Creators' Community Policy – Received for information.

In answer to a question, the hours would be flexible when creating 3D printer pieces as for example, the chess rook took 3 hours to create. Designs will also be monitored.

15-39 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Creators' Community Policy. CARRIED.

Other Business

Library Tour and Training

The Board agreed that the tour and training would be held on Wednesday, June 10 at 4:30 p.m.

Fundraising Training

The training will be held on Saturday, July 18, 2015 from 9 a.m. to 12 noon for Board members, Management Team, some staff and Friends to develop a Fundraising Plan.

Adjournment

15-40 Moved by D. Naylor, seconded by J. Dunn that the meeting adjourn at 4:54 p.m. CARRIED.

Enclosures – May Backgrounder: Trends from ALA – Received for information.

Next Meeting: June 17, 2015

Chair

Secretary