

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
MAY 21, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 21, 2014 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; Don Naylor; Shirley Poirier; David Warden

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

Guest: Vivian MacKinnon

### **Approval of Agenda**

14-47 Moved by D. Warden, seconded by L. Baldwin-Sands that the agenda be adopted. CARRIED.

**Declaration of Interest** - There was none declared.

### **Minutes of April 16, 2014 forwarded**

14-48 Moved by T. Metcalf, seconded by M. van Weert that the Minutes of the Meeting of April 16, 2014 be approved. CARRIED.

### **Delegation – Vivian MacKinnon re: No Smoking By-Law**

V. MacKinnon made a presentation to the Board about smoking at the library entrance. She reported on her concerns and has brought them to the attention of the staff, and the City. It was largely due to her efforts that the City's no smoking by-law was passed.

We made it clear that library staff are not responsible to enforce the by-law – this should be done by City by-law officers. Although there was little we could do for Mrs. MacKinnon, she had the opportunity to express her concerns to the Board.

### **Presentation – Glenda Sikora for 25 Years of Service**

G. Grondin read the letter for Glenda Sikora's 25 years of service and presented her with a engraved gold ID bracelet.

G. Sikora thanked the Board for the gift and for their support over the last 25 years.

**Matters Arising from the Minutes** – No items.

### **Reports - Staff**

CEO's Report - Received for information.

The CEO advised that Sarah Macintyre is on Bereavement Leave due to the passing away of her Grandmother.

S. Macintyre attended a meeting at London Public Library to investigate shared server possibilities. We are moving forward and investigating options.

The CEO answered a question from the last Board meeting, that the Library's insurance deductible is \$10,000 and personal liability deductible is \$50,000.

Applications for the Outreach and Community Development Librarian position have been received and we hope to have the position filled by August 2014. Skype interviews will be held the first week in June.

Deep Freeze, a software program that returns each computer to standard settings, has been installed on the Computer Lab computers, which will improve stability and eliminate much of the risk of misuse by patrons.

#### Library Activities

Public Services Librarian Report - Received for information.

H. Robinson requested that the loan period be extended due to the skylight project. The public will be advised by social media and book markers.

14-49            Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve a summer extension of the loan period to accommodate the skylight construction project. CARRIED.

L. Baldwin-Sands suggested that an ad in the newspaper be placed to advise the public.

T. Metcalf commented that the tracking of trends in the Public Services board report is a great idea.

L. Baldwin-Sands suggested that a wishing well be set up beside the Kid's Spot for donations and also a karaoke machine be purchased for Children's and Teens' Services.

Systems and Public Services Librarian Report – Received for information.

The CEO reported that she is thrilled with Sarah Macintyre's performance as she is working hard and answering all kinds of technical questions. She is making a significant contribution to the staff.

Anti Spam Legislation Update – Received for information.

The CEO advised that the Library is compliant with the Anti Spam Legislation.

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

S. Poirier commented that each month this year there has been an increase in the total amount of funds raised.

Friends Liaison Report - April 2014 - Received for information.

L. Baldwin-Sands welcomed back the Friends of St. Thomas Public Library to the Horton Farmers' Market.

T. Metcalf asked if used books could be donated to University Hospital.

It was noted that the Friends Executive approval is required when the Library spends their donation.

### **Reports - Standing Committees**

#### **Finance and Building and Grounds**

14-50            Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to April 30, 2014. CARRIED.

#### **Southern Ontario Library Service**

Trustee Council Meeting of April 12, 2014 – Received for information.

There will be training for new Library Trustees through SOLS. The CEO is contributing to the development of training for Ontario Library Association (OLA) and Ontario Library Board Association (OLBA).

SOLS Competencies Index – Received for information.

The CEO reported that we have used the competencies for the Outreach and Community Development Librarian candidates, restructuring and job descriptions.

Benefits of Accreditation for Ontario Libraries – Received for information.

Personnel and Public Relations – No report.

Federation of Ontario Public Libraries – Received for information.

### **Correspondence**

Ministry of Citizenship and Immigration re: Ontario Medal for Citizenship – Received for information.

Ministry of Citizenship and Immigration re: Senior Achievement Award – Received for information.

**Other Business** – No items

**Adjournment**

14-51        Moved by T. Metcalf, seconded by S. Poirier that the meeting adjourn at 4:55 p.m. CARRIED.

Next Meeting: June 18, 2014

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Chair

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Secretary