

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
NOVEMBER 20, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, November 20, 2013 in the Carnegie Room, St. Thomas Public Library.

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

Regrets: Wendy Crocker, Deb Laverty, David Warden

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre, Glenda Sikora, Dorothy Gebert

Public: Don Naylor

G. Grondin introduced Dorothy Gebert, Temporary Part-Time Marketing Assistant and Don Naylor, who has applied to be the Library representative from the Thames Valley District School Board.

Approval of Agenda

13-81 Moved by K. Hoogstra, seconded by M. van Weert that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of October 16, 2013

13-82 Moved by S. Poirier seconded by T. Metcalf that the Minutes of the Meeting of October 16, 2013 be approved. CARRIED.

Matters Arising from the Minutes

The CEO reported that a request will be sent soon to the Mayor and City Council to attend the December 9, 2013 City Council meeting to provide a brief presentation, including a year end update, and formal presentation of our strategic plan.

Reports - Staff

CEO's Report - Received for information.

Library Activities Report - Received for information.

H. Robinson added that the Southern Ontario Library Service Tier 2 databases chosen for 2014 will be properly marketed for better usage.

Systems and Support Services Librarian – Received for information.

Friends Book Sales Report - Received for information.

G. Grondin, President reported that there is limited foot traffic in the Elgin Mall. The Library has been distributing bookmarks to patrons for 1 free book at the Friends Book Store.

Friends Liaison Report - November 2013 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

13-83 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to October 31, 2013. CARRIED.

The CEO reported that there are a few areas of concern with the year end Revenue and Expenditure statement. There is anticipated to be an underexpenditure in salaries at year end, because some positions were vacant for part of the year. Books seem under spent but there are books on order; Development Charges have been spent; and the Room Rentals are high as Ontario Works has used the Computer Lab for staff training.

Southern Ontario Library Service – Received for information.

Personnel and Public Relations

M. van Weert reported that the CEO's Performance Appraisal has been satisfactorily completed.

13-84 Moved by M. van Weert, seconded by T. Metcalf that the St. Thomas Public Library Board approve the CEO's Performance Appraisal for 2013. CARRIED.

Federation of Ontario Public Libraries

The next meeting will be held on November 29, 2013.

Correspondence

Dr. W. A. Crocker re: Resignation from the St. Thomas Public Library Board – Received for information.

Carmen Sprovieri, UWO MLIS Professor re: Thank you – Received for information.

Ministry of Citizenship and Immigration – 2014 Volunteer Service Awards – Received for information.

Other Business

Policies – Received for information.

- 13-85 Moved by K. Hoogstra, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Respect in the Workplace Policy (Harassment and Violence). CARRIED.
- 13-86 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Privacy Policy. CARRIED.
- 13-87 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Criminal Records Check Policy. CARRIED.

Strategic Planning 2013 – 2017 Pamphlet – Distributed and received for information.

Holiday Closings – Received for information.

- 13-88 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Holiday Closings for 2014. CARRIED.

L. Baldwin-Sands noted that the Library is closed on November 21, 2013 for Staff Development.

Adjournment

- 13-89 Moved by M. van Weert, seconded by T. Metcalf that the meeting adjourn at 4:30 p.m. CARRIED.

The meeting was followed by Accessibility Training.

Next Meeting: December 18, 2013

Chair

Secretary