

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
NOVEMBER 16, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 19, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deb Laverty; Don Naylor; Joan Rymal; Steve Wookey, Kelly Hoogstra

Regrets: Deanne Feenstra;

Staff: Heather Robinson, CEO; Sarah Macintyre; Amber-Lyn Sitland

Additions and Changes to Agenda

2017 Capital Requests

West side garden repairs and Window replacements were already approved at the October 19th, 2016 meeting. Motion not required

Finance Report – Change in order of presentation

Revenue and Expenditures Statement

Trust Fund Statement September 30, 2016

Roof Repairs

2017 Capital Requests Rankings

Approval of Agenda

16-105 Moved by D. Naylor, seconded by J. Rymal that the agenda be adopted as amended. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Special Presentations

- Presentation from H. Robinson

Minutes of October 19, 2016

16-106 Moved by S. Wookey, seconded by J. Rymal that the Minutes of the Meeting of October 19, 2016 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

The exterior street lights have been upgraded and replaced.

16-107 Moved by T. Metcalf, seconded by J. Dunn that the Library be closed on the dates presented for Statutory Holidays and Staff Training days. CARRIED.

Library Activities

Public Services Librarian Report - Received for information.

Last paragraph in report should not be Wyse Cloud Connect. It should be Screenscape Systems.

Manager, Access Services Report – Received for information.

Tomorrow morning the city will be installing faster internet and Library WiFi should be running faster by 9:00am

Public Library Leadership Program – Received for information

Friends Liaison Report - October 2016 - Received for information.

It was noted that the book sale date is not Nov 25th. It is Saturday November 26th, 2016

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

Reports - Standing Committees

Finance

Revenue and Expenditures Statement

16-108 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to October 31, 2016. CARRIED.

Trust Fund Statement September 30, 2016

16-109 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the October 31, 2016 Trust Fund Statement. CARRIED.

Roof Repairs

More detail should be added explaining the roof was under warranty until the company declared bankruptcy and that it is over 10 years old but at the time of the renovations it was still in fair shape with warranty coverage.

16-110 Moved by T. Metcalf, seconded by D. Lavery that the St. Thomas Public Library Board approve the Roof Repairs as amended. CARRIED.

West Side Garden Repairs – Received for information

Window Replacements – Received for information

2017 Capital Requests Ranking

Ranking: 1) Roof Repair
2) Garden Repair
3) Window Replacement

16- 111 Moved by T. Metcalf, seconded by J. Dunn that the 2017 Capital Requests Ranking be approved as amended. CARRIED.

Southern Ontario Library Service – Report will be included in the December Board package.

Personnel – No Report. It was noted that Dana Vanzanten has accepted the Manager, Advocacy and Community Development position effective December 5, 2016 and Aaron DeVries has been hired for the Manager, Customer Engagement position effective January 3, 2017

Fundraising and Public Relations – No Report.

Federation of Ontario Public Libraries – No Report.

Correspondence –

Rudi Denham - Re: Card of thanks for Board retirement gift - Received for information

Policies

16-112 Job Description: Circulation Support Level 1
Moved by D. Naylor, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Circulation Support Level 1 job description. CARRIED.

Health and Safety

Health and Safety Joint Committee Minutes – October 12, 2016 – Received for information.

Other Business – Superconference – Please let Heather know if board members are planning to attend

Adjournment

16-113 Moved by S. Wookey, seconded by T. Metcalf that the meeting adjourn at 4:55 p.m. CARRIED.

Next Meeting: December 21, 2016

Chair

Secretary