

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
NOVEMBER 18, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, November 18, 2015 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Regrets: None

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

**Addition to Agenda**

6.1.4 2016 Budget Highlights

**Approval of Agenda**

15-92 Moved by T. Metcalf, seconded by S. Wookey that the agenda be adopted, as amended. CARRIED.

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

**Community Profile 2015 – Power Point Presentation**

The CEO provided an overview of the Community Profile 2015.

**Minutes of October 21, 2015**

15-93 Moved by S. Wookey, seconded by J. Rymal that the Minutes of the Meeting of October 21, 2015 be approved. CARRIED.

**Matters Arising from the Minutes**

**Investigate the Terms of the Warranty for the Self-Serve Lending Kiosks**

S. Macintyre reported that there is a 1 year warranty and maintenance plan included in the first year of use, on each of the kiosks. The cost of an ongoing maintenance plan would be an additional \$2,500 per year per kiosk. It was agreed to bring this issue up again before the kiosks are purchased.

**Reports - Staff**

**CEO's Report** - Received for information.

Update

The CEO reminded that an additional Capital Request was sent to the City for the two Self-Serve Lending Kiosks.

The landing at the Library's front entrance will be under construction beginning November 23, 2015. The quote is less than anticipated.

Library Activities

Public Services Librarian Report - Received for information.

Update

H. Robinson reminded that the Donor Event being held on Saturday, December 5 from 6 p.m. to 8:30 p.m. is well underway and invitations have been mailed.

Systems and Public Services Librarian Report – Received for information.

Update

S. Macintyre reminded members that the Track to the Future event with the City and Thames Valley District School Board will be held on Monday, November 23, 2015 at 6:30 p.m. at the Memorial Auditorium. In answer to a question, S. Macintyre replied that a layout of the building will be provided.

Edge Benchmarks Assessment – Received for information.

In answer to a question, S. Macintyre replied that SOLS is working on offering the full range of Edge Benchmarks Assessment in Canada.

Outreach and Community Development Librarian Report - Received for information.

Update

B. Stark reported that the Library is partnering with the Friends in a "Shop The Neighbourhood" initiative of Yellow Pages that celebrates small businesses and reminds Canadians how local shopping makes a difference in all our lives. The Friends Book Sale will be held in the Carnegie Room on Saturday, November 28 from 9 a.m. to 1 p.m. A bag of books will be \$2 and cloth bags will also be sold.

Outreach Plan Report – Received for information.

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

Friends Liaison Report - November 2015 - Received for information.

**Reports - Standing Committees**

Finance

Revenue and Expenditure Statement – October 31, 2015 – Received for information.

- 15-94 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to August 31, 2015. CARRIED.

Trust Funds Report – October 31, 2015 – Received for information.

- 15-95 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Trust Funds report of October 31, 2015. CARRIED.

2016 Operating Budget – Received for information.

The CEO advised that this budget is revised from the draft presented October 2015. There was \$3,000 added to Federal Project Grants and an adjustment of (-\$4,500) to Salaries and Benefits, making a total reduction of \$7,500.

- 15-96 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised 2016 Operating Budget requesting \$2,167,500 from the City of St. Thomas. CARRIED.

2016 Operating Budget Highlights – Distributed and received for information.

The CEO reviewed the 2016 budget highlights. In answer to a question, she replied that it was difficult to calculate how much lower our materials budget was than Woodstock and Stratford due to many factors, such as development charges.

Southern Ontario Library Service

T. Metcalf advised that the SOLS Trustee report from the November 7, 2015 meeting will be available for the December 16, 2015 meeting.

Personnel – There was no report.

Fundraising and Public Relations – There was no report.

Federation of Ontario Public Libraries

T. Metcalf advised that the FOPL report will be presented at the December 16, 2015 meeting.

## **Correspondence**

Cathy Armstrong re: Thank you letter – Received for information.

Social Committee re: Request letter – Received for information.

- 15-97 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board contribute \$350 towards the Staff Christmas Party. CARRIED.

Donna Hanson re: Thank you letter – Received for information.

## **Policies**

Retention Policy and Schedule Policy – Received for information.

- 15-98 Moved by K. Hoogstra, seconded by S. Wookey that the St. Thomas Public Library Board approve the Retention Policy and Schedule. CARRIED.

Staff Development and Training Policy – Received for information.

- 15-99 Moved by T. Metcalf, seconded by S. Wookey that the Staff Development and Training policy be tabled to the December 16, 2015 meeting in order to incorporate a change indicating that 1% of the Salaries and Benefits be used for training purposes to maintain the Library's accreditation. CARRIED.

Holiday Closings 2016 – Received for information.

- 15-100 Moved by K. Hoogstra, seconded by J. Dunn that the St. Thomas Public Library Board approve the Holiday Closings for 2016. CARRIED.

## **Other Business**

Joint Health and Safety Committee Minutes – October 27, 2015 – Received for information.

Joint Health and Safety Committee Report – November 18, 2015 – Received for information.

## **Adjournment**

- 15-101 Moved by T. Metcalf, seconded by S. Wookey that the meeting adjourn at 4:58: p.m. CARRIED.

Next Meeting: December 16, 2015

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Chair

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Secretary