

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
NOVEMBER 19, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, November 19, 2014 in the Board Room, St. Thomas Public Library.

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

Regrets: Deb Laverty

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

Distributed at Meeting

- 6.1.3 Capital Projects Ranking and New Integrated Library System
- 6.2 Southern Ontario Library Services Report
- 6.4 Federation of Ontario Public Libraries
 - Ontario Library Association Super Conference sheet
 - Choosing An Effective Library Board sheet

Additions to Agenda

- 6.1.4 Development Charges
- 6.1.5 Appointment of the Auditors - MOTION

Approval of Agenda

14-94 Moved by M. van Weert, seconded by D. Warden that the agenda as amended, be adopted. CARRIED.

Declaration of Interest - There was none declared.

Introduction of Becky Stark, Outreach and Community Development Librarian

G. Grondin welcomed B. Stark to the Library. B. Stark gave an overview of her education, working experience and hobby.

Minutes of October 15, 2014

14-95 Moved by D. Warden, seconded by D. Naylor that the Minutes of the Meeting of October 15, 2014 be approved. CARRIED.

Matters Arising from the Minutes

Update on Unresolved Building Issues

The CEO advised that the retaining wall capstones have been delayed as the company has delayed at another job site. The invoice for the glass canopy over the front doors has not been paid as the specifications must be prepared by the SPH Engineering Inc.

Reports - Staff

CEO's Report - Received for information.

Board Orientation

T. Metcalf and K. Hoogstra volunteered to assist the CEO in the development of Board training sessions starting in January 2015 for new members. The CEO thanked them.

In Memory of Carolyn Kneeshaw

Suggestions of a lasting tribute in memory of Carolyn Kneeshaw who passed away in early November 2014, were discussed by the Board.

14-96 Moved by L. Baldwin-Sands, seconded by D. Warden that the St. Thomas Public Library Board approve a lasting tribute to in memory of Carolyn Kneeshaw, former Chief Librarian/CEO by the naming of the "Carolyn Kneeshaw Board Room". CARRIED.

A picture and plaque will be designed, and the family will be invited to attend a little reception in her honour.

2015 Ontario Library Association Super Conference

There are sessions on Thursday, January 29, Friday, January 30 and Saturday, January 31, 2015 that are geared to Library Board members.

Library Activities

Public Services Librarian Report - Received for information.

Plans for the Library's Open House for the 130th Anniversary celebration on December 2 are underway. Arthur Voaden Secondary School will be catering. There will be a donation station, Telling Your Story book, and a display of historical library materials. G. Grondin will be making a brief speech at 4 p.m. The 130 reasons for loving your library will be displayed on the end panels and also hang in the Carnegie Room.

Systems and Public Services Librarian Report – Received for information.

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

Friends Liaison Report - October 2014 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

The CEO reported that there will be approximately \$20,000 in savings from Salaries and Benefits due to the delay in filling the Outreach and Community Development Librarian position.

14-97 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to October 31, 2014. CARRIED.

Integrated Library System Capital Project 2015 - Received for information.

The Board discussed the transition to a new ILS.

- 14-98 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Capital IT request of \$50,000 to cover the one-time costs of migration to new Integrated Library System, as well as the cost of updating our bibliographic database. CARRIED.

The Board consensus was to look at Option 1 with Ontario Library Consortium.

2015 Capital Projects - Revised copy distributed and received for information.

- 14-99 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the revised 2015 Capital requests and ranking under Building Services Department as follows:
- Priority #1 2015 - Two HVAC units at \$60,000 per pair
 - Priority #2 2016 - Remaining HVAC units at \$60,000 per pair
 - Priority #3 2016 - Outside gardens and sloped lower area re-design for a budget of \$120,000 (Note: earmarked as fundraising project for 2015; potential for shared costs).
 - Priority #4 2016 - Canopy roof design for the exterior east side stairs and entrance for a budget of \$25,000.
 - Priority #5 2017 - Exterior lighting replacement of the pole3 lights for a budget of \$25,000.
 - Priority #6 2017 - 2019 - A 3 phase window replacement project of \$35,000 per year for 3 years
 - Priority #7 2017 - Masterplan for new space or existing space redesign, to accommodate new technologies and future library use; \$20,000
 - Priority #8 2017 - Kiosk (or Alternate service options) for underserved areas \$60,000.
- CARRIED.

Development Charges

T. Metcalf explained that the province requires municipalities to plan new developments and pass a bylaw that determines how fees from developers are calculated, then divided into categories to support the impact on municipal services, such as new sewer connections, garbage pickup, parks and libraries. The St. Thomas bylaw is due for renewal in 2015. The library has been working with the City's development charges consultants, and once the bylaw is passed this summer, we will have one fund set aside which may be used to develop our collection, or expand our building, to accommodate an increase in population, with Council approval.

Appointment of the Auditors

- 14-100 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board appoint the firm of the Graham, Scott, Enns auditors for 2015. CARRIED.

Southern Ontario Library Service - Distributed and received for information.

T. Metcalf reported on the many benefits that we get from SOLS, and although funding to public libraries has remained stable, funding to SOLS has increased and allowed such services as downloadable books to be provided, and enhanced.

T. Metcalf reported that at the last SOLS Trustee meeting, trustees from other libraries were very impressed with our monthly calendar and our Legacy Report, from the current Board to the new Board.

Personnel and Public Relations - There was no report.

Federation of Ontario Public Libraries - Distributed and received for information.

Lobbying by the FOPL among others has resulted in additional funding to SOLS, and to public libraries in the form of the Capacity Building Fund.

Correspondence

Canadian Union of Public Employees re: Ratification of Collective Agreement - Received for information.

Ministry of Citizenship, Immigration and International Trade re: June Callwood Outstanding Achievement Award for Voluntarism in Ontario - Received for information.

Ministry of Tourism, Culture and Sport re: 2014-15 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants - Received for information.

Other Business - There was no other business.

Adjournment

14-101 Moved by L. Baldwin-Sand, seconded by K. Hoogstra that the meeting adjourn at 4:41 p.m. CARRIED.

Next Meeting: December 17, 2014

Chair

Secretary