

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
OCTOBER 15, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 15, 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; Sarah Macintyre; Glenda Sikora, Eric Liebrechts

Approval of Agenda

14-76 Moved by D. Warden, seconded by S. Poirier that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Introduction - Eric Liebrechts, E-Services Specialist

The CEO introduced E. Liebrechts to the Board. S. Macintyre reported that E. Liebrechts began on February 3, 2014 and has passed his 6 months probation period. His duties include assisting patrons with e-readers and presenting computer classes at the Library. At City Hall, he assists the IT Department with email, network, and telephone issues. G. Grondin welcomed E. Liebrechts to the staff. G. Grondin advised that he has heard that E. Liebrechts is doing a great job with the computer classes.

Minutes of September 17, 2014

14-77 Moved by D. Naylor, seconded by M. van Weert that the Minutes of the Meeting of September 17, 2014 be approved. CARRIED.

Matters Arising from the Minutes - There were none.

Reports - Staff

CEO's Report - Received for information.

Interviews will be held next week for the replacement of the Outreach and Community Development Librarian position.

A report on unresolved building issues will be provided at the next meeting.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

In answer to a question, S. Macintyre replied that she is still waiting for information as to whether the Library can sell or if is any value in the old self-checkout machine.

In response to a question, S. Macintyre replied that the Library is required to send out anti-spam emails to customers to confirm consent as we do send out monthly newsletters. If we decide to send out another type of email, we would have to receive specific anti-spam consent.

DVD Loan Periods for TV Series on DVD & Blu-Ray - Received for information.

14-78 Moved by L. Baldwin-Sands, seconded by D. Naylor that the St. Thomas Public Library increase the loan period from 1 week to 3 weeks for complete TV series seasons. CARRIED.

L. Baldwin-Sands commented that it is a great idea to extend the loan period.

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

The CEO reported that the Friends Book Sales in 2014 are higher than they were in 2013.

Friends Liaison Report - October 2014 - Received for information.

Statistics - January to August 2014 - Received for information.

Reports - Standing Committees

Finance and Building and Grounds

14-79 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to September 30, 2014. CARRIED.

Southern Ontario Library Service - There was no report.

Personnel and Public Relations - "In Camera" session - Item 8.4

Federation of Ontario Public Libraries - There was no report.

Correspondence

Canada Revenue Agency re: 2014 Community Volunteer Income Tax Program - Received for information.

2014 Social Committee re: 2014 Staff Christmas Party - Received for information.

14-80 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board contribute \$350 towards the Staff Christmas Party. CARRIED.

Other Business

Policies

14-81 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board approve the Job Description for Library Services Coordinator. CARRIED.

14-82 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the following policies:

- Board - Organizational By-Law - Foundation Policy
 - Board - Mission Statement
 - Board - Planning
 - Board - Organization
 - Board - Meetings
 - Board - Minutes - Agendas and Reports
 - Board - Standing Committees
 - Board - Duties and Responsibilities of Standing Committees
 - Board - Advocacy
 - Board - Policies
 - Board - Code of Ethics
- CARRIED.

Board - Conflict of Interest

A discussion took place regarding the Library and other Boards as autonomous Boards and the Alderman's responsibilities towards the Board and City Council.

14-83 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board amend the draft Board - Conflict of Interest policy as follows:

Add #4

4. If the issue is of substantial significance in the view of the councillor, the councillor could decide if and how to vote on a related Council resolution.
- CARRIED.

14-84 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the STPL Organizational Chart - Draft June 2014. CARRIED.

14-85 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Use of Electronic Resources policy. CARRIED.

Wireless Internet Use - New Policy

In response to a question regarding if the disclaimer should be included in the Wireless Internet Use policy, the CEO replied that she is working on a separate policy.

- 14-86 Moved by D. Naylor, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the new Wireless Internet Use policy. CARRIED.

Holiday Closings 2015 - Received for information.

- 14-87 Moved by S. Poirier, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the Holiday Closings for 2015. CARRIED.

130th Anniversary Update - Received for information.

Walking Tour

L. Baldwin-Sands suggested that the Walking Tour pamphlets be send to the St. Thomas Tourism office and for the Doors Open event.

The CEO invited Board members to gather for a photo opportunity in front of the 1906 Library Building, near the former entry, at City Hall on Mondamin Street on Tuesday, October 21, 2014 at 4 p.m. (Weather permitting). Please wear anniversary polo shirt.

"In Camera" Session

- 14-88 Moved by S. Poirier, seconded by K. Hoogstra that the St. Thomas Public Library Board move, "In Camera" to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the board and labour relations or employee negotiations. CARRIED.
- 14-89 Moved by D. Warden, seconded by K. Hoogstra that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.
- 14-90 Moved by S. Poirier, seconded by M. van Weert that the St. Thomas Public Library Board approve the 2014 -2016 Memorandum of Agreement between the St. Thomas Public Library Board and the Canadian Union of Public Employees and its Local 841.2 (Library). CARRIED.
- 14-91 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board approve the Impact on Non-Union Agreement of October 1, 2014 for Non-Union Employees. CARRIED.
- 14-92 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Agreement between the St. Thomas Public Library Board and Andrew Jonathan Gunn, Trustee of the Estate of Dorothy Fay Palmer, Deceased for the Maker Space in the amount of \$50,000. CARRIED.

The **Telling Their Stories** postcard was distributed at the meeting and the CEO encouraged Board members to submit a library story of their own by the end of October.

Adjournment

14-93 Moved by D. Warden, seconded by S. Poirier that the meeting adjourn at 4:51 p.m. CARRIED.

Next Meeting: November 19, 2014

Chair

Secretary