

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
OCTOBER 16, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 16, 2013 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Lori Baldwin-Sands; Kelly Hoogstra;; Terry Metcalf; Shirley Poirier; David Warden

Regrets: Martin van Weert, Vice-Chair ; Wendy Crocker; Deb Laverty

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Glenda Sikora; Tyson Macklin

Guests: Carmen Sprovieri, UWO MLIS Professor; Jessica May and Leila Meshgini, UWO MLIS students

G. Grondin welcomed C. Sprovieri, Jessica May and Leila Meshgini.

Approval of Agenda

Additions to Agenda

6.1.4 Palmer Report – April to June 2013

8.3 “In Camera” Session

13-68 Moved by D. Warden, seconded by S. Poirier that the agenda as amended, be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of September 18, 2013

13-69 Moved by D. Warden, seconded by T. Metcalf that the Minutes of Meeting of September 18, 2013 be approved. CARRIED.

Reports - Staff

CEO's Report - Received for information.

Update

The CEO reported that Dorothy Gebert was hired today as Temporary Part-Time Marketing Assistant. She has marketing and library experience.

A display has already been prepared by Donna Hanson for the Retired Teachers Wellness Fair at the Seniors' Centre to be held on Monday, October 21, 2013.

Tim Bridge, City Property Maintenance Supervisor advised the CEO regarding items for the Capital Project request list. Michael Campbell, City Environmental Services will also look over the requests. The CEO, Chair, and Finance Chair will meet with Bill Day, Director of Finance and City Treasurer on October 28, 2013 to discuss the Capital Project request list.

Mandatory Accessibility Training for Board members will be provided at the November 20, 2013 Board meeting. The deadline for compliance is December 31, 2013. D. Warden and L. Baldwin-Sands stated that they have completed their training. The next Board meeting will be held in the Carnegie Room to accommodate the training.

The Accreditation Review date has not been set, as yet.

Library Activities Report - Received for information.

H. Robinson advised that there was a low attendance at the Words and Music program this year. D. Gebert, Temporary Part-Time Marketing Assistant will be working on the upcoming fall programs. L. Baldwin-Sands commented that City Council be given information on the upcoming Library programs.

Systems and Support Services Librarian Report – Received for information.

Friends Book Sales Report - Received for information.

Friends Report - March 2013 - Received for information.

On October 9, 2013, the Friends held an idea sharing meeting and four Friends of the library representatives attended. Good and exciting ideas were discussed. The Friends of the London Public Library book sale is held once a year at Western Fair Grounds and raises \$50,000.

The Christmas Market will be held at the Horton Farmers' Market on November 16, 2013. H. Robinson will advise the Friends.

Statistics – January to September 30, 2013 – Received for information.

L. Baldwin-Sands suggested that the Library present a deputation to City Council regarding the statistics. The CEO advised that she will prepare it.

Reports - Standing Committees
Finance and Building and Grounds

13-70 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to September 30, 2013. CARRIED.

2012 Audited Financial Statement – Corrected Page 4 – Received for information.

2014 and Forecast Capital Projects – Received for information.

The CEO replied to a question that the Tim Bridge, Property Maintenance Supervisor dealt with the HVAC units and he would have additional details on energy efficiency. The CEO replied to a question that the life expectancy of HVAC units is 15 to 20 years. T. Metcalf advised that they were last replaced in 1998.

13-71 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board approve the following 2014 to 2018 Capital Project requests:

- 2014 Library 2 HVAC Units \$ 50,000
 - Library Replace Roof Door \$ 10,000
 - Library enhanced interior lighting \$ 7,000
 - Library Assessment for new branch \$ 25,000
 - 2015 Public Library 2 HVAC Units \$ 50,000
 - Library window replacement \$ 80,000
 - Library Slope Roof Study and Design for the Building \$ 20,000
 - Library Exterior Garden/Lighting redesign \$50,000 tax funded
 - \$100,000 grants/donations total \$150,000
 - 2016 Library 2 HVAC Units \$ 50,000
 - Library window replacement \$ 80,000
 - 2017 Library window replacement \$ 81,000
 - 2018 Library window replacement \$ 90,000
- CARRIED.

Palmer Report – April to June 2013 – Received for information.

The July to September 2013 Palmer report will be ready shortly.

Southern Ontario Library Service – No report.

Personnel and Public Relations – No report.

Federation of Ontario Public Libraries

T. Metcalf reported that the FOPL webinars are excellent.

Correspondence

Ministry of Citizenship and Immigration – June Callwood Outstanding Achievement award for Voluntarism in Ontario – Received for information.

Middlesex County Library Board – 50th Anniversary Celebration – Received for information.

Other Business

Policies – Received for information.

13-72 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the following Board policies:

- 01-00 Organizational By-Law
- 01-01 Mission Statement
- 01-02 Planning
- 01-03 to 01-12 Other Board Policies

CARRIED.

13-73 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board approve the following Personnel policies:

- 02-01 Withdrawal – Recruiting, Selection, Hiring
- 02-01 New – Human Resources
- 02-04 Performance Appraisal
- 02-10 Withdrawal – Job Description: Youth Services & Community Development Librarian
- 02-10 Withdrawal – Job Description: Acting Circulation Supervisor
- 02-13 Exit Interview

CARRIED

13-74 Moved by L. Baldwin-Sands, seconded by S. Poirier that the St. Thomas Public Library Board approve the following Library Services policies:

- 03-01 Collection Management
- 03-02 Use of Electronic Resources
- 03-03 Withdrawal – Children’s Rights Unsupervised
- 03-03 New – Rules of Conduct and Trespass Policy
- 03-07 Accessibility
- 03-08 Accessible Customer Service
- 03-10 Withdrawal – Information Services
- 03-10 New – Information and Readers’ Advisory Services
- 03-12 Children’s & Teens’ Services
- 03-13 Programming

CARRIED.

13-75 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the following Financial policy:

- 04-01 Finance
CARRIED.

13-76 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the following Facility policy:

- Facility
CARRIED.

D. Warden commented that Nettie Bodo did a wonderful job on compiling the policies.

Strategic Planning – Distributed and received for information.

S. Macintyre produced the Strategic Plan short version pamphlet. The long version will be approximately 8 pages. There will also be a text only accessibility version. There are a few more sections to be completed before it is printed.

In Camera Session”

13-77 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board move, “In Camera” to discuss labour relations or employee negotiations; and litigation or potential litigation, including matters before administrative tribunals, affecting the Board. CARRIED.

13-78 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.

13-79 Moved by D. Warden, seconded by T. Metcalf that the St. Thomas Public Library Board approve the job description of Circulation Team Leader be approved. CARRIED.

Adjournment

13-80 Moved by S. Poirier, seconded by K. Hoogstra that the meeting adjourn at 4:53 p.m. CARRIED.

Next Meeting: November 20, 2013

Chair

Secretary